

Century A/C Supply Training Center Agreement

10460 West Sam Houston Parkway South, Houston, Texas 77099 | 281-776-8111

Please read and initial all below information where necessary.
Upon completion, please return signed form to marketing@centuryac.com.

Company Name						
Date(s) Requested		To		Hours Requested		To
Contact Name				Contact Phone		
Contact Email						
How Many in Group						

The room rental fee is **\$250 per day** (8am to 5pm) or **\$150 per half day** (4 hours) and includes:

- 2 Screens and Projectors with wired computer (also prewired for laptop connection)
- Accommodations for up to 80 guests as follows:
 - 20 computer stations equipped with Windows 10, and Word, Excel, Power Point and Outlook
 - Additional table seating for up to 40
 - Standing room for 20
- Internet and Wi-Fi access, 2 Dry Erase whiteboards
- Full access to the catering/dining area, refrigerator access for food storage

Initial	Please acknowledge that you have read, understand, and agree to abide by the following policies by initialing next to each line below:
	Smoking Ordinance: In accordance with Houston city ordinance, it is illegal to smoke in a commercial building within the city limits, and requires smokers to be no less than 25 feet from any entrance/exit. Smokers should walk to the area under the trees in parking lot.
	Parking: Located on-site, with one entrance/exit on South Street. Any vehicles parked at the 10510 facility, or in spaces marked "Century Employee Parking" or "Will Call" will need to relocate. Be sure to lock your vehicle and hide/remove items of value. Century will not be responsible for losses or damages.
	Overtime Fee: Any rentals extending beyond 5:00 PM will incur an overtime fee of \$75 for each whole or partial hour the room is occupied past 5:00 PM. (Ex: 5:00 PM to 6:30 PM = \$150 overtime fee)
	Additional Seating: If your group requires seating for more than 60 people, 48 hour advanced notice is required. Several seating configurations are available to accommodate your group.
	Cancellation Fee: Cancellations must be received no less than 48 hours prior to the rental date. Cancellations received within 48 hours of rental date incur a \$100 cancellation fee.

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	<p>Cleaning / Cleaning Fee: A \$200 cleaning fee will be charged to renters who do not dispose of all food and trash items in the appropriate trash receptacles prior to leaving the facility or leave the classroom with any trash or food. Trash receptacles are located in the dining area. Counters/tabletops should be cleaned to remove any debris or substances. Garbage bags DO NOT have to be placed outside or removed. Cleaning materials are available in the kitchen area, and must remain on Century property.</p>
	<p>Equipment: All borrowed equipment must remain on Century property. Any damages to equipment may incur a replacement fee. Any additional software requirements for the computers are the renter's responsibility. Please note that the computers DO NOT retain files after a restart. It is recommended for each user to bring a personal USB (thumb drive) to save work rather than storing the files locally to the computer. Files open and/or saved to the classroom computers will be automatically deleted after 3 hours of inactivity.</p>

Thank you for choosing Century A/C Supply for your training needs. If you have any questions or comments, please contact the Marketing Department. Please note that reservations are not confirmed until a signed rental agreement and payment are received.

Marketing Dept.
Phone: 281-776-8111
Fax: 281-776-1970
marketing@centuryac.com

By signing this form, I acknowledge that I have read, understand, and agree to abide by all terms and conditions of the Century A/C Supply Training Center Agreement. Furthermore, I certify that I have the authority to enter into such an agreement on behalf of the Company stated above.

Name (Printed)

Signature

Date

For Office Use Only	
Date Completed Contract Received:	
Date Payment Received:	
Payment Method:	
Received By:	