

THE TRINITY TRUST

RECLAIMING OUR RIVER



THE TRINITY CENTER RENTAL AGREEMENT

Date of Event _____ Start Time _____ Finish Time _____

Organization Name _____

Event Description _____

Contact Person _____

Contact Email _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

Your organization's representative to be on-site during entire event

Organization representative to be on site during entire event, supervise, clean-up, and retrieve deposit, if different from above:

Name _____

Address _____

Phone _____

Email _____

Trinity Trust Representative _____

Rental is subject to the terms of this policy. Please attach proof of insurance, and, if valet is to be used, proof of their insurance. User assumes responsibility for any losses or damages that may occur in connection with The Trinity Center property use.

The Trinity Trust Foundation, 1444 Oak Lawn Avenue, Suite 200 Dallas, Texas 75207 214 740 1616 Fax 214 740 1622 www.thetrinitytrust.org

The Trinity Center Rental Policy

The Trinity Trust Foundation is pleased to offer the use of the Trinity Center, its boardrooms and gallery to other groups in the community, when it is not in conflict with our mission and programs. Special discounts are available to friends and partners of The Trinity project.

Rental Rates for Large Boardroom & Gallery

- Weekday: \$250.00 per hour (9am-5pm)
- Weekday evenings & week-ends: \$300.00 per hour (two hour minimum)

Small Boardroom

- Weekday: \$60.00 per hour (9am-5pm)

Deposit: \$100.00-\$250.00, depending on event and menu.

Reservation Confirmation

All reservations will be placed with the The Trinity Center's facilities manager. A reservation is made and placed on The Trinity Center's calendar when both the renting group representative and a representative for The Trinity Center have signed the reservation agreement. The total use fee and deposit are to be paid, in two separate checks, at least two weeks in advance of the event. Proof of insurance must be furnished at this time if applicable. If the deadline is not met the reservation will be cancelled. Four days notice is required if cancellation is necessary, and if less than two days notice is given the fee and deposit may not be refunded.

Large Boardroom furnishings include:

Table seating for 20, 20 additional chairs available upon request
Four rectangular tables
Kitchen amenities
DVD player/computer /projection screen /conference phone /dry erase board

Gallery includes:

6 Round tables/40 chairs (you set up)
Computer/DVD player/2-flat screens
Balanced Vision Plan aerial map
Kitchen amenities

Cooking is not permitted. Warming prepared food is allowed. Dark colored foods and liquids such as spaghetti sauce and grape juice are not permitted. All event supplies are to be brought in and removed within the reservation period. Trash must be placed in dumpster behind building.

Designated representatives of both the sponsor and the renter must be on hand during the entire event. The facility must be left in the same condition as upon arrival. The floors are to be cleaned of debris and the tabletops wiped with cleaning solution provided by a representative of The Trinity Center. Any spills on carpet will not be cleaned by renter with anything other than plain water. If further cleaning is required a representative of The Trinity Center or professional carpet cleaning service will be contracted and the cost of service will be deducted from the renter's deposit

Catering, event planning, and other services available for a fee.

1444 OAK LAWN AVENUE
SUITE 200
DALLAS, TEXAS 75207
214 740 1616
214 740 1622 FAX
THE TRINITY TRUST.ORG