



Room Rental Agreement

Wheatsville Food Co-op, Community Room
4001 South Lamar, Austin, TX 78704

Date of Event: _____

Time of Event: _____

Name of Renter: _____

Organization: _____

Included in the rental:

- Privacy door rolled down 15 minutes prior to start time
- 9 tables (seat 4 people each)
- 36 chairs
- ADA entrance and restroom facilities
- Recycling, compost and waste bins
- Cleaning supplies: cleaning spray, towels, broom, sponge, soap
- Kitchen Use Permitted (Yes or No) **Authorized Signature:** _____
- Check all that apply: Fridge Stovetop Oven

You may:

- Serve food and drinks bought from Wheatsville
- Bring your own presentation equipment
- Bring your own music or audio equipment
- Move tables and chairs around

You may not:

- Drink beer, wine or any other alcohol on-site
- Bring food or drinks in from outside vendors
- Use tape or nails on the walls
- Use the kitchen unless given prior permission by Wheatsville
- Smoke or vape within 15 feet of any entrance

Cleaning

The room must be picked up, tables and chairs returned to original spots, and returned to Wheatsville in usable condition. Any damage to the room will be billed to you.

I agree to the above room usage rules as outlined above and I will be responsible for any damage done to the room during my rental usage time. I understand that cancellations made less than 48 hours from the start of event will be subject to a \$50 cancellation fee.

Signature: _____ DATE: _____

PRINT NAME: _____

Mail or deliver this form with your payment to Wheatsville Food Co-op, 3101 Guadalupe, Austin TX 78705.