

# TXCPA Houston Foundation

1233 W Loop S  
Suite 1425  
Houston, TX 77027

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## Training Facility Rental Rates

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Full Day Rate (5+ hours)	\$600
Half-Day Rates (less than 5 hours)	\$300

The pricing above is limited to office hours only. Additional fees for office staff member on duty will be incurred after office hours of \$75 per hour.

The capacity of the room is 38 classroom seating at the tables. An additional 10 seats can be provided.

Services included can be found on page 4 and additional services on page 5 of this agreement.

A \$200 deposit is required to reserve a room on the Training Facility calendar. The deposit will be applied to the total rental invoice.

Deposits should be paid by check or credit card. Make checks payable to: TXCPA Houston Foundation 1233 W Loop S, Suite 1425 Houston, Texas 77027. A link to pay online will be sent to the organization once confirmed.

## Equipment

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The facility is equipped with two large TV screens available for presentations. Renters may use their own laptop to connect to the screens. If needed, TXCPA Houston can provide a laptop upon request. All requests for equipment must be made at least 48 hours in advance to ensure availability.

Please see pages 4 and 5 for a complete list of audio-visual options and the related cost.

## Catering

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Groups may use professional caterers to provide food for their events.

## Beverage Service

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Groups may purchase our continuous beverage service for meetings & events. We offer regular/decaf coffee, hot tea, and sodas.

## Cleaning Fee

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The training area and reception area should be returned to its original condition. Basic cleaning, including removal of surface debris and trash removal, will be handled by TXCPA Houston staff. Any damages, alterations, or excessive mess beyond standard use will be assessed a minimum of \$50, but additional charges will be invoiced for repairs or restoration.

## Cancellations

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Any group cancelling fewer than seven (7) business days before the scheduled event in the Conference Room or Training Facility will result in a charge of one (1) day's room rental.

Training Facility rental clients agree to refrain from using the TXCPA Houston's name in their promotional literature. References to location of seminar/meeting should be limited to the building's address, 1233 W Loop S, Suite 1425, Houston, TX 77027.

## Parking

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There is free visitor parking. The parking garage entrance is located on the north side of the building on Post Oak Park Drive. There is also an entrance to the garage directly off 610 frontage road. An email will be sent to the organizer to send to attendees.

## Payment

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Payment should be made in full at least 2 weeks prior to the event. If payment has not been provided, the TXCPA Houston Foundation reserves the right to cancel your reservation.

Payment should be paid by check or with credit card. Make checks payable to: TXCPA Houston Foundation 1233 W Loop S., Suite 1425 Houston, Texas 77027.

If you would like to pay using a credit card, a link will be sent to you to pay online. We do not accept credit card payments over the phone.

## Company Information:

Name: \_\_\_\_\_ Primary contact name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

We are interested in securing the following rental services from the TXCPA Houston and agree to the terms of this agreement.

AUTHORIZED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Contact Information

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Kristie Ondracek

Phone: 832-831-9229

E-mail: [kondracek@txcpahouston.cpa](mailto:kondracek@txcpahouston.cpa)

# Items Included

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## **Room Setup & Basic AV Equipment**

- Tables and chairs arranged in a specified layout (classroom, U-shape, theater, etc.)
- 2 large TV screens (65")
- Basic sound system (microphone(s) if needed)
- Wi-Fi access
- Laptop, if needed

## **Standard Cleaning**

- Pre-event and post-event cleaning of wiping down tables
- Basic trash removal

## **Lighting and Climate Control**

- Adequate lighting for presentations
- Temperature control during the event

## **Access to Restrooms and Common Areas**

- Clean, well-maintained restrooms
- Access to break areas or lounge space if available

## **On-Site Support (Minimal)**

- A point of contact for assistance with AV setup or troubleshooting
- If something is not working, we will do our best with resources found on site to rectify the problem or will discount the rental if cannot be resolved

## Additional Services –

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**If the Renter requires staff assistance beyond standard services, an additional fee will apply. Services subject to additional charges include, but are not limited to:**

### **Staff-related services (\$50 per hour) including:**

#### **AV Support and Troubleshooting**

- Dedicated tech support beyond basic setup
- Assistance with Zoom or hybrid meeting platforms

#### **Administrative or Back Office Support**

- Registration assistance
- Data entry or event coordination
- Handling attendee check-ins

#### **Event Facilitation or Moderator Support**

- Professional moderators or facilitators for panel discussions or Q&A

### **Other services**

#### **Printing and Copying Services (\$10 service charge)**

- Any printing of agendas, materials, or name badges

#### **Catering and Beverage Services**

- Coffee, tea, and water stations
- Coordination with catering vendors
- Continuous beverage service fees:
  - Full Day: \$5.00 per person
  - Half Day: \$3.00 per person

#### **Extended Room Setup or Breakdown (\$50 for set up)**

- Custom configurations requiring additional staff or time
- Post-event teardown beyond basic cleaning

#### **Special Requests (Furniture, Décor, etc.) (To be determined)**

- Additional furniture, custom décor, or signage installation