



# The Spencer House Rental Agreement

RENTERS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## House & Room Rental

EVENT DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_ Type of event: \_\_\_\_\_

Check in date: \_\_\_\_\_ Check out Date: \_\_\_\_\_

Benjamin Suite  Annie Suite  Fate Suite  Spencer Suite

**You may pick up keys no earlier than 3:00pm on day of check in. Check out time is 12:00 noon.**

Deposit Amount: \_\_\_\_\_ (Due at the time of reservation)

Check# \_\_\_\_\_

Rental Fee: \_\_\_\_\_ (Due at least two weeks prior to rental date)

Check# \_\_\_\_\_

Renter will be responsible for any damages to the rooms and its contents. Amount is not limited to the Deposit Amount. The undersigned Renter will pay for all damages. **It is understood that the Renter will leave The Spencer House and parking area and all other related areas clean and free from trash and litter.** Any damages and/or cleaning will be deducted from the security deposit amount. The Renter further agrees to abide by all property policies, local ordinances and state laws including, but not limited to, those referring to: liquor consumption of anyone less than 21 years of age, use of drugs or controlled substances, disturbing the peace, disorderly conduct, vandalism and theft. **No more than 50 guests in the house and no more than 70 guests in the garden area.**

### VENUE POLICIES

1. Renter is responsible for the conduct of all guests.
2. Owner strictly prohibits the following: Use of drugs or controlled substances, lewd or immoral conduct, rowdiness, brawling or fighting, gambling, excessively loud noise or music, and smoking.
3. The use of the Pool Area, Sand Volleyball Courts, Workout Rooms and surrounding rooms are not included in party rental.
4. All functions may start as early as 9:00am Monday thru Friday, 10:00 am Saturdays and 1:00pm on Sundays. All events must end at 12:00 a.m. (this includes clearing the house and cleaning)
5. All furniture is not to be moved or tampered with. All decorations must be removed as a part of cleaning.
6. The Renter will be responsible for locking up the venue after the event, and returning the keys to the office or drop box. **\*If keys are lost or not returned a \$50 lock change will be charged\***
7. Parties are to be contained within the house and not outdoors after 10:00 p.m.
8. Owner assumes no responsibility for renter or their guest property or safety. Suites and common areas are not proofed for young children.
9. There are strict **"NO SMOKING"** and **"NO PETS"** policies.
10. The Spencer House contents must be intact and free from damage and **must be cleaned prior to returning of the keys with all trash removed. (Not left within the room, building or set outside)**
11. Renter is responsible for any maintenance problems that incur while party is being held (example: blown breaker, any spills or stains) any charges will be deducted from security deposit.
12. If you are not renting the entire house and rooms, we reserve the right to book other parties and rooms at the same time.
13. The Spencer House has five T.V's with cable, and Wi-Fi for your use at no additional charge. Please be advised we cannot guarantee this equipment will be functional at all times if there are unforeseen technical issues.

**\*Payment for rental fee must be made in certified funds; cashier's check or money order.**

**\*Cancellations must be made at least 2 weeks in advance or you will forfeit your payment.**

**\*By Signing below you understand and agree to all the terms and conditions set forth in this Rental Agreement.**

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thousand Oaks Representative: \_\_\_\_\_ Date: \_\_\_\_\_

VENUE ADDRESS: 5735 W. Arbor Hills Way, The Colony, TX 75056 | Phone 972-820-8000 | Fax 972-820-2361

Revised 09/2014