

Houston TSCPA Foundation

777 Post Oak Blvd
 Suite 500
 Houston, TX 77056-3212



A \$200 deposit is required to reserve a room on the Training Facility calendar.

Deposits should be paid by check or credit card. Make checks payable to: Houston TSCPA Foundation 777 Post Oak Blvd., Suite 500 Houston, Texas 77056-3212.

If you would like to pay using a credit card, please complete the Credit Card Payment Form. Email to Jacintha Francis (jfrancis@houstoncpa.org) or fax to (713) 622-3327.

Your deposit remains on file for specified or future events. The HCPAS will retain your entire deposit if there is a no-show, unpaid fees or damages caused by your group.

Requests for return of deposit must be in writing.

Training Facility Rental Rates

Daily Rates	Members	Nonmembers	Afterhours (6-8pm)
Meeting Room A or B	\$350	\$425	Additional \$75/ hour
Both Rooms- A & B	\$450	\$575	Additional \$100 / hour
Conference Room	\$375	\$450	Additional \$/ hour
Half-Day Rates	Members	Nonmembers	Afterhours (6-8pm)
Meeting Room A or B	\$300	\$375	Additional \$75 / hour
Both Rooms- A & B	\$400	\$500	Additional \$100 / hour
Conference Room	\$325	\$400	Additional \$50 / hour

The pricing above is limited to office hours only. Additional fees for office staff member on duty will be incurred after office hours.

Capacity Chart	Room Size (Sq. Ft.)	Classroom	*U-Shape	*Auditorium	*Clusters
Meeting Room A	1000	41	18-20	41	30
Meeting Room B	1000	45	18-20	45	30
Both Rooms - A & B	2000	86	-	86	75
Conference Room	975	-	10	-	-

*additional fees may be assessed for room arrangement other than Classroom style

Equipment

All equipment should be requested two weeks prior to the date of the meeting. Please see the Training Facility brochure for a complete list of audio visual options and the cost for rental per day.

Catering

Groups may use professional caterers to provide food for their events. We will provide you with a list of restaurants in the area that can accommodate your groups catering needs.

Beverage Service

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

Continuous beverage service fees:

Full Day: \$5.00 per person

Half Day: \$3.00 per person

Request for this service should be made at least two (2) weeks prior to meeting/event.

Event Liability Insurance

Groups may secure audio/visual services from outside vendors. These vendors must provide proof of \$2,000,000 liability insurance at least three (3) business days prior to the rental date.

Cleaning Fee

Areas must be returned to its original condition or the following fees will be assessed:

- Training Rooms A or B: \$50 cleaning fee per meeting room
- Conference Room; Registration/ Beverage Area: \$25 cleaning fee.

Cancellations

Any groups 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 Houston CPA Society's name in their promotional literature. Reference to location of seminar/meeting should be limited to the buildings address, 777 Post Oak Blvd., Suite 500.

Parking

Free parking is available in the visitor parking area. Upon entering the parking garage go straight, then make a left at the 2nd entrance. Visitor parking is on the lowest level of the garage. For large attendance, upper level parking will be made available for your event.

Payment

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

Payment should be paid by check or credit card. Make checks payable to: Houston TSCPA Foundation 777 Post Oak Blvd., Suite 500 Houston, Texas 77056-3212.

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Equipment Rental	Rental Rate (per day)
Flipchart easel, pad, markers	\$25
Microphone & Sound System	\$50
LCD Projector & Screen	\$100
Phone line for dial-in participants	\$50
Laptop Computer	\$200

Company Information:

Name: _____ Primary contact name: _____

Address: _____ Phone: _____

Email: _____

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

AUTHORIZED NAME: _____

SIGNATURE: _____ DATE: _____

Contact Information

Jacintha Francis
Phone: 713-622-7733 ext. 100

Fax: 713-622-3327
E-mail: jfrancis@houstoncpa.org



Houston CPA Society

A Chapter of the Texas Society of CPAs

Houston TSCPA Foundation

Credit Card Payment Form

Please fax or e-mail to:

Houston CPA Society

Attn: Jacintha Francis

713-622-7733 Office

713-622-0522 Fax

jfrancis@houstoncpa.org

Any remaining balances for the rental of the Training Facility, A/V Equipment & Beverage service must be paid in three (3) business days prior to your event. If the amount is not paid in full your event date will be forfeited. You will also be assessed a fee for one (1) day's room rental rate.

Name on Credit Card	
Company Name	
Billing Address	
City, State, Zip Code	
Phone	
Email Address	
Meeting Date	
Deposit Amount	\$200
Total Amount Due	
Payment Type	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> Discover
Card Number	
Expiration Date	
Notes	
Signature/Date	

Galleria Area Restaurants- Recommendations

(Delivery/Catering)

Café Express

1101 Uptown Park Blvd. #12

Houston, Texas 77054

(713) 963-9222

Jason's Deli

5860 Westheimer Rd.

Houston, Texas 77057

(713) 975-7878

Luby's

1743 Post Oak Blvd.

Houston, Texas 77056

(713) 622-1713

Panera Bread

1709 Post Oak Blvd.

Houston, Texas 77056

(713) 840-0729

Zoës Kitchen

5779 San Felipe

Houston, Texas 77057

(713)787-9637