



**Business Success Center**  
**Entrepreneurs' Association**  
**7600 Burnet Rd #130**  
**Austin, Texas 78757**  
 (512) 933-1983 Fax (512) 933-1984  
 www.grow-biz.com

***Where Small Businesses Grow!***

**Room Rental Reservation Form, Prices, & Policies**

The BSC has three rooms available for rental by the hour, half-day, or full day. The BSC Training Room holds 20± at tables or 30± in auditorium style. The Conference Room holds 12± at the conference table and has a maximum capacity of about 20. The Small Conference Room is for individual meetings or consulting and holds up to three people.

Reservations are on a first come first serve basis when BSC events are not scheduled. Reservations may be made up to three months in advance. **Room rentals are not confirmed until the signed reservation form and deposit are received at the BSC office.**

Rental prices:		Member Rate	Non-member Rate	Sat./Evening Rate
Training Room (10-40 people)	per hour	\$25.00	\$35.00	NA
	half day	\$75.00	\$105.00	\$140.00 minimum
	full day	\$150.00	\$210.00	+\$10.00 per hour
Conference Room (12-20 people)	per hour	\$25.00	\$35.00	NA
	half day	\$75.00	\$105.00	\$140.00 minimum
	full day	\$150.00	\$210.00	+\$10.00 per hour
Small Conference Room (2-3 people)	per hour	\$10.00	\$15.00	NA
	half day	\$30.00	\$45.00	NA
	full day	\$60.00	\$90.00	NA

A deposit is required to reserve the room for a specific date. The deposit is one half the expected rental up to one day. It is refundable if the event is canceled two weeks or more before the scheduled date. If the event is canceled less than fourteen days before the event, the deposit is not refundable. Audio visual equipment is available upon request for an additional fee or you may bring your own.

Refreshments can be provided by the BSC including:

- Coffee & Soda ..... \$2.50 for each person in the group
- Coffee ..... \$1.50 for each person in the group
- Soda ..... \$1.50 for each person in the group
- Snacks, muffins, donuts, etc. .... \$2.50 for each person in the group
- Box lunch ..... \$10.00 for each person in the group
- Popcorn ..... \$0.50 for each person in the group

No other food or drinks may be brought into the rooms unless previous arrangements have been made with the CFO, Dan Diener. If drinks or food are permitted, there will be a \$25.00 service fee added to the room rental fee and an additional cleaning deposit may be required.

Room rental does not include BSC sponsorship, co-sponsorship or endorsement of the event in any way. The use of the Business Success Center name, initials or logo is strictly prohibited in any manner except for identifying the event's location. If you are interested in BSC sponsorship, co-sponsorship or endorsement, please contact the office.

I would like to reserve the \_\_\_\_\_ room for the following dates and times: \_\_\_\_\_

I am providing a deposit of \$ \_\_\_\_\_ and know it is not refundable if the event is canceled less than fourteen (14) days prior to the above date(s).

Name : \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date \_\_\_\_\_ Email Address \_\_\_\_\_