

The Pasadena Town Square Community Room

Rental Information and Procedures

General Information

Pasadena Town Square Mall offers a gathering place that's reasonably priced and conveniently located for business and club meetings, birthday parties, etc. The room can accommodate a maximum of 75 people. Available for use are 75 chairs, 10 tables. Kitchen facilities include a range, microwave, refrigerator and sink. The Community Room is available from 8 a.m. until 9p.m. Monday through Saturday and from 12 until 6p.m. on Sunday. Security can be reached at 713-473-3552 to open the community room.

******If alcohol is brought on premises, you and your guest will be told to leave immediately and all funds will be forfeited. ******

Reservations

Date availability may be determined by telephone. However, to reserve the room you must submit to the mall management office the attached Request Form (page 3 and 4 herein), completed and signed by a responsible and authorized person acting for the group, along with payment for the room. The Request Form and payment may be submitted in person to customer service any time during mall hours or by mail to Pasadena Town Square Mall, 171 Pasadena Town Square, Pasadena TX 77506. Reservation fee can be made in the form of money order. **Reservations are taken on a first come, first serve basis.**

Charges

There is a \$250.00 (two hundred fifty dollars) charge for use of the Community Room. All fees must be paid by money order. There is no charge for Pasadena Town Square Mall merchants for business meetings; however, if the event is social in nature the regular charges will apply. Non-profit groups wishing to use the room must pay a \$25.00 per usage fee and must submit documentation of non-profit status from the IRS or other legitimate source with their Request Form. Reservations for non-profit organizations can only be made Monday thru Thursday. If a weekend date is needed (Friday- Sunday) regular charges will apply.

Deposits

There is a \$50.00 deposit required payable by money order.

*******Deposit will be forfeited if not picked up 5 days after your event.*******

*** Deposits may be picked up Monday through Friday between 9am – 3:30 pm.**

Cancellations

When it becomes necessary to cancel a reservation, please notify the management office in writing at least fourteen (14) days in advance of the scheduled meeting. **For a full refund, written cancellations MUST be made fourteen (14) days in advance.** Refund, if applicable, will be issued by check within fifteen (15) days following written cancellation notice. **No refunds will be paid (13) days before the reservation date.**

Pasadena Town Square Management reserves the right to change the above without prior notice.

Rules and Regulations for use of the Community Room

- Pasadena Town Square Management reserves the right to first approve news releases issued by the applicant organization regarding the use of the Community Room.
- **No alcohol (liquor, beer, wine, etc.) is permitted on the property.**
- There shall be no selling, auctions or any exchange of money. This room is to be used for meetings or social activities only.
- Applicant shall not permit any loud music, boisterous, unruly or illegal conduct at any time during the use of the Community Room.
- Table decorations are permitted. However, please do not glue or nail objects to the walls, ceiling, fire sprinklers or woodwork.
- The applicant organization is not to use or permit the use of any electric or other utility outlets except those provided within the community room.
- All trash and garbage shall be placed into the trash receptacles provided. Trash must be disposed of in the trash compactor located outside in dock six.
- No business is to be solicited or handbills distributed or signs erected in any area of the mall or parking lot other than in the Community Room.
- All property of any kind, which is brought into the Community Room by the applicant or its agents, participants and invitees, is to be removed by the applicant at the close of each meeting. Nothing can be stored on the premises at any time nor can anything be delivered to those premises, which must be signed for by the Mall management Office.
- The applicant organization shall be fully responsible for its agents, members, participants and invitees and shall be liable for any repairs necessitated by damage to the Community Room, equipment and fixtures incurred while the Community Room is used by the applicant organization.
- It is expected that the person responsible for the reservation will make certain that the Community Room is left in the same manner in which it was found.
Clean up includes:
 1. Wiping tables that were used.
 2. Racking round tables and chairs.
 3. Putting all trash into trash receptacles (trash compactor located outside).
 4. Cleaning, if used, kitchen, counters, stove, microwave and refrigerator.
 5. Removing all materials brought by your group.

If needed, Mall Housekeeping personnel will provide extra trash bags and cleaning tools (brooms, dust mop, and wet mop) for your use.

Pasadena Town Square Community Room Reservation Request

Today's Date: _____

Date Requested: _____

Name: _____ TDL# _____

Organization: _____

Mailing Address: _____
(Street)

_____ (City, State) _____ (Zip)

Telephone: _____ Day _____ Evening

Type of Function: _____

Number of Guest: _____

Time In: _____ Time Out: _____

Special Request: _____

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For Office Use Only

Date Paid: _____

Employee Initials: _____

Rental Fee: _____ MO# _____

Deposit: _____ MO# _____

Total: _____

PTS Receipt #: _____

DEPOSIT PICK-UP
TDL Verified: Yes or No
TDL #: _____
Employee Initials _____

I have received my deposit on _____

Authorized Signature

***** Deposits may be picked up Monday through Friday between 9am – 3:30 pm. ***
Deposit will be forfeited if not picked up 5 days after your event.**

Hold Harmless Agreement

The undersigned shall have the use of the Community Room only and those facilities provided within that space and shall abide by the rules and regulations attached.

The privilege granted by this agreement is exclusive to the undersigned and may not be assigned.

The undersigned herein agrees to indemnify, defend and hold harmless Pasadena Town Square, Triyar Retail Group of TX Inc. d/b/a, Triyar Cannon Group, Triyar Companies LLC, their respective successors, assigns, representatives, agents, partners, shareholders, managers and members from and against all real or claimed damage or liability whether to property or person, and from and against all liens, claims, demands, personal injury or property damage occurring in or arising out of the use or enjoyment of the Community Room and its facilities. This paragraph shall remain in full force and effective even after the authorized is no longer using the Community Room.

The undersigned represents and warrants that he/ she is acting as an authorized representative and is empowered to execute this agreement for the temporary use of the Community Room. He/She further represents that he/she has read and understands the attached pages 1 through 3 and this page 4.

***** Deposits may be picked up Monday through Friday between 9am – 3:30 pm. ***
Deposit will be forfeited if not picked up 5 days after your event.**

Signature: _____

Date: _____

Organization-Title