



4501 Cartwright Road, Ste 505, Missouri City, TX 77459  
www.thetransformationstudio.com\*281 969 5182

## Meeting Space Booking Contract

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_  
Duration of Event: \_\_\_\_\_ Total: \_\_\_\_\_ Deposit: \_\_\_\_\_

The Transformation Studio's small meeting space is an open area with a modern, chic style in between the two offices of the condo. It has a maximum capacity of 12. Included in the space rental are wooden folding chairs, a 6 foot long table & tablecloth. Wifi access is available.

### Contractual Agreement: *please Initial on Line and Sign at bottom*

- A 50% deposit is required to confirm booking, the remainder payment must be paid on event day in cash or credit card, checks are not permitted. \_\_\_\_\_
- Meeting room charge is based on service and time. Prorated overtime rates if host requires additional time.
- Clients are able to bring in food & drink. The office space is to be cleaned and trash must be disposed of by the client at the conclusion of the event.
- Open flame votive candles are not allowed, based on fire marshal code. Reusable putty/poster tack can be used to fasten posters/signs on the wall. No masking tape/nails/tagpins are permitted as they can damage drywall. \_\_\_\_\_
- The Transformation Studio is given permission to photograph event for use on website and social media \_\_\_\_\_

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I, \_\_\_\_\_ understand the contractual guidelines and agree to book The Transformation Studio for a meeting.

_____ Client Name	_____ Signature	_____ Date
_____ The Transformation Studio	_____ Signature	_____ Date