



**PARKING:**

Parking is available in any unmarked surface spaces. All garage and covered spaces and some surface spaces are marked as reserved. Sage Recovery & Wellness Center is not responsible for any vehicles being towed from our complex.

**MARKETING & BRANDING:**

Sage Recovery & Wellness Center is not affiliated with your event nor does Sage Recovery & Wellness Center market this event to their network or clients. This rental only includes the rental of the space for your event. The renter is completely responsible for marketing, promoting and staffing this event.

**PAYMENT & ADDITIONAL INFORMATION**

Sage Recovery & Wellness Center must approve your requested date at least **72 hours in advance of the event**. Reservations made on a first come, first served basis. Sage Recovery & Wellness Center events take priority. Reservations not final until confirmed; full payment and signed Rental Agreement required. *Note: returned checks charged \$25.00 and room damages charged actual cost, or \$50.00 minimum fee.*

Credit/debit cards are not accepted. Cash, checks or money orders accepted. Make payable to: ***Sage Recovery & Wellness Center***

**AGREEMENT**

I, the undersigned, representing the organization listed above, do hereby state that I understand and agree to the meeting room policies and charges that govern the use of the requested room of the Sage Recovery & Wellness Center. I understand that the organization I represent is responsible for any and all damages done, cleaning required to the room and/or any equipment used during the meeting. I understand that this reservation is not guaranteed until confirmed by the hosting center. I am submitting payment equal to the estimated fee in the amount of \$ \_\_\_\_\_.

Renters may use the refrigerator, sink, counter-space and coffee maker for no additional charge. The kitchen is intended to be used for serving, not for any substantial cooking or catering. You must request use of coffee maker prior to your event in order for that to be accessible for your use.

Renters must bring their own coffee supplies, ice, paper goods, trash bags, food, and all other meeting and kitchen supplies. Sage Recovery & Wellness Center’s kitchenware is not available for use.

Trash and recycling must be taken outside to the appropriate dumpsters by the Renter at the end of the rental period. Trash & recycling dumpsters are located in the far back of the complex parking lot.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Send payment & form to: Sage Recovery & Wellness Center Attn: Office Manager**  
Address: 7004 Bee Cave Rd. STE. 2-200, Austin, TX 78746 | Phone: 512-306-1394 | Fax: 512-306-1603|  
www.SageRecoveryAustin.Com

*Office Use Only*

Staff:	Payment Method:	Date Received:	Confirmation Sent:
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