



INTERMODAL TRANSPORTATION CENTER RENTAL CONDITIONS

The Intermodal Transportation Center (ITC) is owned and operated by Trinity Metro and is located at the corner of 1001 Jones Street in Downtown Fort Worth. The ITC, a transit hub served by Trinity Metro bus services, the Trinity Railway Express commuter rail, Greyhound, and Amtrak has a meeting space that can be used for conferences and meetings.

1. OUR FACILITY

CAPACITY

Room capacity: 170 maximum

PREPARATION ROOM

Small kitchen facilities: refrigerator, sink, microwave oven and ice machine.

PARKING

There is no free parking at the facility. However, there are a number of paid public parking lots around the facility.

2. RENTAL CONDITIONS

The ITC can be reserved for meetings and conferences only. It cannot be reserved for social events including parties, banquets, weddings, etc...

NO ALCOHOL PERMITTED

We do not allow alcohol to be consumed on premises.

DECORATIONS

Lessee may not attach adhesive, tape, string, ribbon, fasteners, etc., any decorations or other items to the ceiling or walls. Only freestanding displays and decorations are permitted.

RENTAL INCLUSIONS

Tables and chairs for 120 people (20 ~72" rectangle tables, which seat 6 each) are available and included with the rental of the facility.

EQUIPMENT

Equipment is available for an additional fee if required as follow:

- Lectern: Free
- LCD projector, screens, and two microphones: \$75.00



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- Flipchart easel, flipchart pad, and markers: \$25.00 per set

SET UP/TAKE DOWN

Trinity Metro will set up the room as requested by Lessee at the time of reservation. Set up will be completed no later than one hour before the start of the event and removal will start no earlier than 30 minutes of the end of the event.

CLEAN UP

Lessee is responsible for placing trash in provided receptacles.

HOURS

The ITC is available for rent between the hours of 8:00 AM and 8:00 PM, daily.

3. FOODS AND BEVERAGES

Foods and beverages including water, coffee, juices, pastries, cookies, etc... for meetings and conferences are permitted. No catering and no warming devices including, sterno, propane, and electrical warmers are permitted in the building.

Lessee is permitted to contract with an outside commercial caterer approved by Trinity Metro.

4. PRICING AND PAYMENT

RATES

Rental rates for the use of the ITC are as follows:

- Up to 50 people: \$50 per hour
- 51 - 100 people: \$100 per hour
- 100-170 people: \$150 per hour

All rentals are subject to a two-hour charge minimum and include the use of the adjoining kitchenette.

RENTAL DEPOSITS

50% of the rental fee shall be paid at the time of reservation and execution of rental agreement. This deposit is nonrefundable.

SECURITY AND CLEANING DEPOSITS

\$250 Security/Cleaning Deposit shall be paid along with the final payment. This deposit shall be forfeited or deducted if:



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- Trinity Metro's facility, furniture, and equipment are damaged or missing
- Trinity Metro's facility is not vacated at the designated time
- Trash not deposited in provided receptacles

The Security/Cleaning Deposit shall be returned to Lessee two weeks after the event unless forfeited or deducted.

FINAL PAYMENT

The balance of the rental fee shall be paid in full at least two weeks prior to the event.

5. CONTACT INFORMATION

Contact Trinity Metro if you would like to schedule an appointment to view the property or to discuss rental agreement:

Primary Contact:

Lidia Ontiveros
Trinity Metro Property Manager
Phone: 817-215-8654
Email Address: Property.Management@RideTM.org

Secondary Contact

Rodney Ford
Trinity Metro Interim Director of Facilities
Phone: 817-215-8980
Email Address: Rodney.Ford@RideTM.org

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