

**Maestro Entrepreneur Center  
Conference and Training Room Rental Agreement**

Date \_\_\_\_\_

Name \_\_\_\_\_

Organization Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing address \_\_\_\_\_

Date(s) requested \_\_\_\_\_ Time \_\_\_\_\_

Purpose of rental use \_\_\_\_\_

Conference Room Requested \_\_\_\_\_ Approx. attendance \_\_\_\_\_

Room set up Instructions: (please indicate if you require a specific set up): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Set Up Fee \_\_\_\_\_

Refundable Security Deposit \_\_\_\_\_

Rental Fee \_\_\_\_\_

Total Due \_\_\_\_\_



**Checks payable to The Maestro Entrepreneur Center**

**The form must be returned as soon as possible in order to confirm your meeting room date and time.**

**Return completed form and payment to:**

Carmen Buenrostro, Property Manager  
Maestro Entrepreneur Center  
1711 S. Laredo St. San Antonio, Tx 78207  
PH: (210) 712-9068  
[Carmen.SAhomes@gmail.com](mailto:Carmen.SAhomes@gmail.com)



## Rental Policies

- Room availability is Monday-Sunday 7:00 a.m.-9:00 p.m.
- All individuals and/or businesses must complete and sign a room rental agreement form
- Payment is due upon reservation of the conference room
- There is a required \$100 refundable security deposit
- Cancellation must be done 10 days prior to the scheduled event or the renter will be penalized 50% of total rental fee
- The board room and large conference room will be set up to your specifications by the MEC staff. A \$25 set-up fee per room applies to all events
- The MEC is a tobacco-free building
- Renters are responsible for any damage to the facility and/or contents of fixtures. All damages must be reported to MEC staff immediately
- Renters must clean up the conference room and return it to the condition in which it was found
- A charge will be assessed for any special cleaning or repairs made necessary by renter
- Renters understand that nothing shall be attached to the walls, ceiling, or any of the fixtures
- No standing on any furniture; no sitting on any furniture other than chairs
- You may bring in outside food and drinks, but are responsible for cleaning up
- Wi-Fi internet access is included in your rental fee
- The Maestro Entrepreneur Center reserves the right to terminate contract as we see fit
- RENTER AGREES TO INDEMNIFY, DEFEND, AND HOLD MAESTRO ENTREPRENEUR CENTER, MAESTRO ENTREPRENEUR CENTER AGENTS AND THE SAN ANTONIO HISPANIC CHAMBER OF COMMERCE, INC. ("SAHCC") HARMLESS FROM ANY INJURY (AND ANY RESULTING OR RELATED CLAIM, ACTION, LOSS, LIABILITY, OR REASONABLE EXPENSE, INCLUDING ATTORNEY'S FEES AND OTHER FEES AND COURT AND OTHER COSTS) OCCURRING IN ANY PORTION OF THE PREMISES

**By signing this form the renter hereby agrees to the rental policies set forth. If violation of any of these conditions set forth in this agreement occurs, the renter may be subject to monetary penalties and will lose privilege of renting this meeting facility in the future.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_



SAN ANTONIO  
HISPANIC  
CHAMBER  
OF COMMERCE

ACCREDITED

2019-2021



# Information About Brokerage Services

11-2-2015

Texas law requires all real estate license holders to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

### TYPES OF REAL ESTATE LICENSE HOLDERS:

- **A BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- **A SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

### A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

### A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

**AS AGENT FOR OWNER (SELLER/LANDLORD):** The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

**AS AGENT FOR BUYER/TENANT:** The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

**AS AGENT FOR BOTH - INTERMEDIARY:** To act as an intermediary between the parties the broker must first obtain the written agreement of *each party* to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
  - that the owner will accept a price less than the written asking price;
  - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
  - any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

**AS SUBAGENT:** A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

### TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

**LICENSE HOLDER CONTACT INFORMATION:** This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

<b>Cooper Realty</b> Licensed Broker/Broker Firm Name or Primary Assumed Business Name	<b>601109</b> License No.	<b>CONNIE@COOPERREALTYSA.COM</b> Email	<b>(210) 410-8991</b> Phone
Designated Broker of Firm	License No.	Email	Phone
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
<b>CARMENCITA BUENROSTRO</b> Sales Agent/Associate's Name	<b>660011</b> License No.	<b>CARMEN.SAHOMES@GMAIL.COM</b> Email	<b>(210) 712-9068</b> Phone

Buyer/Tenant/Seller/Landlord Initials

Date

Regulated by the Texas Real Estate Commission

Information available at [www.trec.texas.gov](http://www.trec.texas.gov)

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