



## RENTAL CONTRACT

Welcome to Auspicious Cloud Retreat Center, we look forward to hosting you.  
Please read and fill out all the necessary information and return this  
with your deposit to reserve a date for your retreat.

### GROUP INFORMATION

Organization/Group Name: \_\_\_\_\_

Group's Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Nature of Event

### CHECK IN NOON, CHECK OUT BY 3 PM FOR OVERNIGHT RETREATS.

Arrival Date and Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Departure Date and Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Expected Group Size: \_\_\_\_\_

Night-time Contact Person: \_\_\_\_\_  
(see under Rental Terms and Conditions):

Cell phone: \_\_\_\_\_

## ACCOMMODATIONS

41 PEOPLE MAXIMUM FOR SLEEPING IN INTERIOR ROOMS. TENT CAMPING CAN BE ADDED FOR ADDITIONAL GUESTS.

### HOUSING:

Each bed is provided with a top and fitted bottom sheet and one blanket. Guests should bring extra blankets as needed, towels and wash cloths, and personal toiletries that are unscented and septic safe.

#### **Box House: 2 story, maximum 16 people**

total of four open rooms, accessible by stairs only  
two showers, two toilets,

Please refer to the room chart at the end of the document to estimate capacity for your event.

10 single beds, 3 bunk beds, multiple levels on first floor  
gas space heaters, window units for AC

#### **BUNK HOUSE: 1 story, front porch, maximum 18 people**

6 single beds, 6 bunk beds  
two showers, two toilets  
central heat and AC

Room 1 – two bunks, one single, private entrance

Room 2 – two singles, one bunk, private entrance

Room 3 – two singles, one bunk, sink in room

Room 4 – one single, two bunks, sink in room

#### **FOUNDERS HOUSE: 1 story with porch, maximum 7 people**

one shower, one toilet  
one large room, dormitory style  
3 bunks beds, one single bed  
central heat and AC

Group leader's accommodations are located in the Bunk House building. There are two rooms with private entrances in the Bunk House suitable for retreat leaders. Shared bathrooms.

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## MEDITATION HALL

The meditation hall is a sanctuary. Shoes are not worn in the hall. The meditation hall is available for all participants. The hall can accommodate up to 30 people for yoga, 45 or more for meditation, and 68 in chairs for meetings. Please refer to the room chart at the end of the document to estimate capacity.

## DINING HALL AND KITCHEN

The dining hall and kitchen are available for all participants. The kitchen is fully stocked with cooking equipment. There is a 10-burner gas stove with 2 ovens, one of which is convection. A small microwave is also available. There are 2 commercial refrigerators, one is double-size. There is a stand up freezer outside the kitchen on a covered porch. There is a large island in the middle of the kitchen, one double sink on one wall and a dishwashing station with a double sink at a lower level behind it.

Group organizers are asked to provide their own chef and food for their participants. You are encouraged to bring your own storage containers and storage bags for leftovers. Guests are responsible for thoroughly cleaning the kitchen, dining hall and all cooking and eating utensils at the end of their stay. All food supplies and leftovers must be removed at the end of the retreat.

### ESTIMATED RENTAL COST

Please complete the form below, indicating the numbers of participants and the accommodations you request. We will verify the calculations and send you an invoice for your desposit.

### SINGLE DAY USE

Single Day rentals includes the use of the Meditation Hall, Kitchen, Dining Hall, Box House restrooms, all outdoor trails and outdoor facilities. Hours of use: 8am–7pm. Hours can be extended for an additional cost.

- \$600 for 5–15 participants       \$800 for 16–25 participants       \$1,000 26–50 participants

### WEEKDAY ACCOMMODATIONS

Arriving Sunday, departing Wednesday.

- \$75 per person, per night, (minimum of 10 people)

### WEEKEND ACCOMMODATIONS

Arriving Thursday, departing Sunday.

- \$85 per person, per night, (minimum of 10 people)

### WORKSHEET FOR ESTIMATING COSTS ACRC WILL SEND AN INVOICE FOR THE DEPOSIT

	No. of people	No. of nights	Total
Single Day Use		o	\$
Sunday–Wednesday   \$75 per person, per night			\$
Thursday–Sunday   \$85 per person, per night			\$
		<b>Subtotal</b>	\$
		<b>Hotel Occupancy Tax (for overnight guests only) – 13% of subtotal</b>	\$
		<b>TOTAL COST</b>	\$
		Deposit (50% of total cost) due at booking upon receipt of invoice	\$
		Cleaning Fee due with deposit, refundable if conditions are met	\$400.00
		<b>TOTAL ESTIMATED DEPOSIT</b> (1/2 of total plus \$400 cleaning deposit)	

## RENTAL TERMS AND CONDITIONS

### RESERVATIONS

Auspicious Cloud Retreat Center (ACRC) staff is happy to discuss our property and facilities with you. If you cannot find the information you need in these Terms and Conditions or on the website, please feel free to contact us at 713-869-1952 or email [reservations@houstonzen.org](mailto:reservations@houstonzen.org).

To complete your reservation, fill out and sign this Rental Contract or download the Pdf from our website, and email your completed copy to [reservations@houstonzen.org](mailto:reservations@houstonzen.org). Please make sure that your estimate of group numbers is as accurate as possible. **A deposit equal to 50% of the total cost of your stay is required upon receipt of an invoice from ACRC.**

ACRC will confirm your reservation upon receipt of the Rental Contract and successful processing of your deposit payment.

The minimum group size for an event is 10 participants. The maximum group size for an event is 60 participants. When reserving an overnight retreat, commuting participants are charged the same rate as overnight participants.

Reservation for groups of 10 or more can be made 3 months in advance. Reservation for groups of 20 or more can be made 6 months in advance. Day use reservations can be made up to 30 days in advance.

10 days prior to your stay, ACRC will confirm your final group numbers and any adjustments to price will be determined at that time. If more participants join during your retreat, your group leader and ACRC will make the cost adjustments.

If the number of participants falls below the required minimum, renter has the choice of cancelling or continuing with the event but must pay for the minimum amount of required people even if fewer attend.

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### PAYMENT

Full payment of the balance is due three days before your retreat begins. Payment can be made by check or credit card. Checks are payable to Houston Zen Center. Information about credit card payments is included on the invoice.

### CANCELLATIONS AND REFUNDS

Cancellation of an event by the organizers must be made by phone AND by email at [reservations@houstonzen.org](mailto:reservations@houstonzen.org). ACRC will confirm this cancellation within 24 hours.

Refunds in the event of cancellations:

If cancelled 60 days prior to event, full refund.

If cancelled 30 days prior to the event, 50% refund.

No refund will be issued for cancellations made less than 30 days prior to the start of the event.

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### CLEANING FEE AND DAMAGES

A cleaning deposit of \$400 is required with the reservation. It will be refunded if group meets requirements of ACRC regarding cleaning and care of property.

Any breakages or damage to ACRC property must be reported to ACRC.

For safety reasons staff will need to assess and determine if there is any need for immediate repairs.

## DAY USE RENTALS

ACRC is available to rent for single day use. Hours of use are 8am to 7pm. Extended hours may be available for an additional charge.

## SHOPPING AND SUPPLIES

Auspicious Cloud Retreat Center is located in a secluded rural setting. It is important for groups to plan ahead and shop in advance for whatever they will need during their event.

## SAFETY

- Ⓞ First-aid kits are available in the dining hall and each of the four houses. They are identified by a red cross.
- Ⓞ In the event of an emergency, first call 911 if necessary, then notify a member of ACRC staff.
- Ⓞ A sheet containing emergency contact information for local hospitals and services is posted in the Dining Hall and Bunk House.
- Ⓞ Each group must designate a night-time contact person in case of an emergency that occurs during overnight hours. This can be the group coordinator or other participant. The name and sleeping location of the night-time contact person must be shared with both the group as well as ACRC staff. In the event of an emergency, first call 911 if necessary. If 911 is called, the night-time contact person needs to inform a staff member of ACRC.
- Ⓞ The night-time contact person is also responsible for greeting guests who arrive at the property after your event has begun and is responsible for showing late arrivals to their accommodations.
- Ⓞ An AED (automated external defibrillator) is available on-site. On arrival your group organizer or designated person will be shown where it is located. Training is NOT needed to use this equipment, but a staff member must be notified ASAP of any emergency involving use of the AED.

## MOBILITY ISSUES

ACRC is in a remote area with rustic facilities, including uneven terrain. If you have questions regarding accessibility or anticipate a participant with mobility issues, please contact us prior to your arrival.

## INTERNET ACCESS & CELL PHONE USE

There is no Wi-Fi available on the property. Check your mobile carrier for reception in the area. The land line phone number is 979.836.5757.

## INSURANCE AND LIABILITY

All groups must provide a Certificate of Liability Insurance naming Houston Zen Center as additional insured. Please arrange this through your insurer.

All guests visiting ACRC are required to sign a **Liability Release Form**. The group coordinator is responsible for collecting signatures to be handed to ACRC on arrival. Children under 18 must have a parent or legal guardian sign for them.

## GENERAL

- Ⓞ The use of tobacco products is strictly prohibited at ACRC.
- Ⓞ The possession or use of firearms, BB guns or any other weapons mock or genuine is strictly prohibited at ACRC.
- Ⓞ No open fires or campfires are allowed on the property. Ⓞ No pets allowed.
- Ⓞ We are a child-friendly center, children are welcome but must be under the supervision of a responsible adult at all times.
- Ⓞ Guests are requested to keep off neighboring properties and not wander off marked trails. ACRC accepts no responsibility for guests who lose their way and/or injure themselves while hiking. Please stay within the marked paths.
- Ⓞ To keep ACRC as a beautiful and nurturing place, we ask that visitors have consideration towards other guests, staff and the environment and its inhabitants. We observe a policy of not harming others, including not harming any form of wildlife, however small. We share our property with deer, raccoon, opossums, armadillos, scorpions, fire ants, snakes, and many more. All of them are shy and would rather not be bothered by humans. If you encounter a snake please retreat and allow it to find cover.

**STATEMENT OF CONTRACT**

I/We have read, understood, and agreed to the Rental Contract. I/We have read, understood, and agreed to the Terms and Conditions for renting Auspicious Cloud Retreat Center. I/We have read, understood, and agreed to the hours of use.

I/We understand that a Certificate of Liability Insurance naming 'Houston Zen Center' as additional insured is required before the start of our event.

Our group agrees to abide by these Terms and Conditions during our stay at Auspicious Cloud Retreat Center. Furthermore, we hereby release and discharge Auspicious Cloud Retreat Center, Houston Zen Community, and Houston Zen Center, their officers, directors, employees and agents from any claims, causes of action, costs, obligations or financial responsibility resulting from or arising out of any incident, injury or accident occurring while our group is attending Auspicious Cloud Retreat Center.

Name of Group Representative : \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**FOR INTERNAL USE**

**TOTAL FEES DUE FOR RETREAT** \_\_\_\_\_

Amount                      Date                      ACRC Initials

Deposit Received:                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

Final Payment Received:                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

Cleaning fee reimbursed:                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_