CUBE-AGE

Event Space · Houston

Cube-Age LLC
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Event Booking Form

Attach to the Venue Rental Agreement · one form per event

Version 2026-11 · Rates effective November 24, 2026

1 Client

Client / company: _____

Contact person: _____

Phone: _____

E-mail: _____

Billing address: _____

2 Event

Type of event (launch, party, wedding, meeting, shoot…): _____

Event date: _____

Rental period (start – end, including setup and teardown): _____

Expected guests (maximum 70): _____

Floor area needed (1,000 – 7,000 sq ft) / layout (theatre, banquet, standing):

_____

3 Venue rate (tick one)

☐ Meetings & training · $90/hr · 3-hour minimum · Mon–Fri 9 AM–6 PM

☐ Productions · $120/hr · 2-hour minimum

☐ Event, Mon–Thu · $125/hr · 4-hour minimum

☐ Event, Fri–Sun & holidays · $175/hr · 4-hour minimum

☐ Multi-day · $1,000/day · 3 days, 8 h/day

4 Add-ons (tick what you need)

☐ Professional lighting — $300 / day

☐ Sound system (2 wireless mics, speakers, mixer) — $200 / day

☐ Projector or 75-inch 4K display — $150 / day

☐ Event assistant — $25 / hour

☐ Photo / video with editing — $50 / hour

☐ Venue decoration (backdrop, balloons, florals) — from $500

☐ Live streaming, multi-camera with crew — $300 / event

☐ Guided showroom tour — $200 / event

☐ Early setup (day before) — $500

☐ Extra chairs, beyond the base seating — $3 / chair

☐ Extra tables, beyond the base seating — $15 / table

☐ Catering coordination — at cost

5 Estimate

Venue: ____ hours × $_____ = $_____

10% off if 8+ hours: − $_____

Cleaning fee (events): $150

Add-ons: $_____

Subtotal: $_____ · Sales tax: $_____

Booking deposit due on signing (50% of venue total): $_____

Balance due 7 days before the event: $_____ · Security deposit: $500

6 Notes (catering, alcohol service, vendors, special requests)

_____

_____

_____

7 Acknowledgement

I have read the Venue Rental Agreement and the House Rules & Cancellation Policy and agree to them on behalf of the Client.

CUBE-AGE LLC (Venue)	**CLIENT**
Signature: _____	Signature: _____
Name / Title: _____	Name / Title: _____
Date: _____	Date: _____

This document is a Cube-Age template for its Houston venue. It is not legal advice; both parties should have it reviewed by their own counsel before signing.

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