CUBE-AGE

Event Space · Houston

Cube-Age LLC
9500 W Sam Houston Pkwy S, Houston, TX 77099
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www.cube-age.com

House Rules & Cancellation Policy

One page to share with your planner, vendors and guests · part of the Venue Rental Agreement

Version 2026-11 · Rates effective November 24, 2026

Hours and access

- Use between 8:00 AM and 11:00 PM; your booked hours include setup and teardown.
- Teardown is complete within 2 hours after the event ends; overtime is $200 per whole hour.
- Early setup the day before is available as an add-on ($500, up to 8 hours).
- A Cube-Age staff member is on site throughout; our showroom next door stays closed to your guests unless a tour is booked.

Capacity and safety

- Maximum 70 guests, or the lower number on your booking form.
- Keep exits, aisles and fire equipment clear; no blocking the lobby or loading area.
- No smoking or vaping indoors; no open flames, fireworks, confetti cannons or glitter.
- Children must be supervised at all times.

Décor and equipment

- No nails, screws, staples or tape on walls, floors or fixtures; freestanding décor only, or attachment methods we approve.
- Base seating comes with the floor area set up for you (30 chairs + 6 tables up to 2,500 sq ft; 50 + 8 up to 5,000 sq ft; 70 + 9 for the full floor); extra chairs are $3 and extra tables $15 each, and décor can be rented from Cube-Age stock.
- Vendors (DJ, caterer, florist, photographer) are welcome; please send us their names and arrival times.
- Everything you bring in leaves with you; items left behind may be removed and stored at your cost.

Food, drink and alcohol

- Outside catering is allowed; protect the floor under food-service and bar areas.
- Alcohol only for guests 21 and over, served by a TABC-certified bartender; no sale of alcohol without the required permits.
- Bag all trash and leave food areas clean; the $150 cleaning fee covers normal post-event cleaning, not spills, grease or excess waste.

Sound, parking and neighbors

- We are in a business park: keep amplified sound within limits and lower it after 9:00 PM.
- 50+ free parking spaces on site; please keep the loading dock clear for deliveries.
- Be considerate of neighboring businesses when arriving and leaving.

Money matters

- 50% booking deposit confirms your date; balance due 7 days before the event.
- $500 refundable security deposit, returned within 7 business days after inspection, less any damage, overtime or extra cleaning.
- Proof of general liability insurance ($1,000,000 per occurrence, Cube-Age LLC as additional insured) is due 7 days before the event.

Cancellation policy

When you cancel	What is refunded
30 or more days before the event	Booking deposit refunded in full
15 to 29 days before	50% of the booking deposit refunded
14 days or fewer, or no-show	Booking deposit not refunded
Date change, 30+ days before	Rebooked once at no charge, subject to availability

Cancellations must be in writing (e-mail is fine). If Cube-Age has to cancel for reasons beyond its control, we reschedule first and refund if we cannot.

Questions before the day: info@cube-age.com · +1 832-649-5941 · Thursday and Friday 9 AM–4:30 PM no appointment needed, Monday to Wednesday by appointment.

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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