



Room Rental Agreement

Please note that rental is confirmed **ONLY** upon receipt of signed Room Rental Agreement, \$250 deposit, and confirmation email has been received by user. All fees must be paid in full at the time of booking or by June 12, 2017.

I, User-name _____ (herein called the "User") of name of organization _____ agree to rent # ____ of room(s) at Old National Events Plaza (herein called "ONEP") _____ from Greater Evansville Figure Skating Club (herein called "GEFSC") from start date _____ to end date _____.

In doing so I agree to the following:

Indemnification and Hold Harmless Clause

The User shall indemnify and hold harmless GEFSC and any of its officers, agents, contractors, and volunteers from any and all loss, liability, claims or expenses arising out of the use and/or occupation of the property belonging to the Old National Events Plaza by the user group and any of its officers, employees, and volunteers.

Payment and Deposit

- All fees must be paid in full at the time of booking or at least a deposit of \$250 with the remaining balance due by June 12, 2017. Payment by credit card, debit card, check, or cash will be accepted.
- If booking is made on June 12, 2017, or after, payment in full is required at the time of booking. Payment in cash, debit card or credit card will be accepted.

Cancellation Policy

In the event of cancellation, a written cancellation notice must be provided to GEFSC by email (info@2017nationalttoi.com) or in writing to the address on this Room Rental Agreement and the following policy shall apply:

- If cancellation is received more than 30 days prior to the room usage, the User will be reimbursed all fees with the exception of a \$50 administrative fee.
- If cancellation is received less than 30 days prior to the event, the User will forfeit all monies paid up to the date cancellation notice is received.
- If cancellation is received on June 12, 2017, or later, user will still be responsible for full payment of all rental fees.

GEFSC reserves the right to cancel a booking or terminate this agreement where:

- GEFSC will not exercise its right to cancel a booking in an unreasonable manner and will provide as much notice to the User as possible. GEFSC will cancel only if it is unable to hold up its obligations for reasons including but not limited to emergency conditions, strike and labor dispute. GEFSC will endeavor to provide the User with an alternate room. If the alternate room is not suitable to the User, as much notice as possible will be given and the full fees will be reimbursed.
- GEFSC cancels a booking for any reason within this agreement the User agrees that GEFSC is not responsible or liable for any loss or damage suffered by the User.
- User violates any terms and conditions as set forth by ONEP as outlined below.
- Full payment for room is not received by June 12, 2017.

Room Rental Terms and Conditions

As a user of space at ONEP, the User understands and agrees to the following:

Facilities Usage

That the use of the rented area of the facility:

1. Does not conflict with the USFSA mission statement of providing programs to encourage participation and achievement in the sport of figure skating on ice and abides by the Safesport protocol.
2. Does not promote hatred or discrimination against, or expose to contempt, any person or group of persons as applicable under legislation or law.
3. Will be used only for the activities for which they have been designated. Any nuisance persons will be requested to leave ONEP. Any sound levels from recorded music will be kept to a reasonable level.
4. Will not involve the use of glitter, confetti, or balloons. An additional fee of \$100 for clean up will be charged to users who violate this condition.

Signage and Décor

Décor or signage will not be affixed to ONEP property with nails, screws, or staple guns and all décor and signage will be removed directly following the event.

Parking

Street parking is available for ONEP, the User understands that parking charges will be at their own expense. A public lot is located at East corner of ONEP.

Smoking

Smoking is prohibited in ONEP facilities.

Catering

All catering services are provided through the Old National Events Plaza. The User may arrange catering through ONEP caterers & will hold GEFSC harmless in all dealings, transactions & products.

Waste

Waste and recyclable containers may be provided upon request. User agrees to appropriately dispose of all garbage generated by the event immediately thereafter into said waste cans. User agrees that the rental room will be left clean and in an organized fashion.

Security

It is mandatory for ONEP to have Security Guards. GEFSC will hire and pay for all security during National Theatre On Ice 2017 as necessary and required by ONEP.

I have read the Room Rental Agreement, Terms and Conditions, and related GEFSC policies and agree and understand that GEFSC will only deal with the person(s) named on the Room Rental Agreement and Terms & Conditions. This includes instructions, reporting, and amendments or changes. A \$250.00 non-refundable deposit is required at time of booking.

I understand that all bookings for space are "AS IS". No special equipment/tables/services/set-up will be provided unless specified in the "Room Reservation Request" at the time of booking. Any changes to my room reservation request must be made by June 12, 2017. GEFSC cannot guarantee services/equipment/tables/set-up for changes made after this date.

Signature of User

_____ Date _____

Name – please print

_____ Date _____

User Contact Information:

Address _____ City _____

State _____ Zip Code _____ Telephone cell _____

Email _____



2017 10th Annual National Theatre On Ice
Meeting Room Reservation Request

Team Name: _____

Contact Name: _____ Cell Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

What hotel is your team at? _____

Number of Rooms requested? _____ Will you take less if that's all that's available? (circle one) Y N
(One team per room please)

Date(s) room needed: _____ to _____

Main Purpose for room: _____

What kind of tables do you want? (circle one) None 6' Round 8' Rectangle

How many tables? _____ 6' Rounds _____ 8' Rectangle

How many chairs? _____

Number of room(s) _____ x Number of days _____ x \$250/day = \$ _____

Deposit of \$250 per room x Number of room(s) \$ _____

Balance Due June 12, 2017 \$ _____

Please mail or email this form along with your deposit of \$250/room to:

2017 National TOI, 11021 Farm Way Rd., Evansville, IN 47712

Make checks payable to **GEFSC** or pay online with a credit card at <https://squareup.com/store/greater-evansville-figure-skating-club?t=merchant-fb>