



FRIEDMAN PARK EVENT CENTER

Meeting Room Rental Agreement

Date of Request: _____

Organization or Individual ("Client"): _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Room(s) Requested: _____

Date(s) Room Requested: ____/____/____ to ____/____/____ ("Rental Period")

Board Room (Maximum 16 People) Rental Rates: Weekday = \$150 Fri/Sat/Sun = \$200	Classroom (Maximum 48 People) Rental Rates: Weekday = \$250 Fri/Sat/Sun = \$300	Conference Room (Maximum 25 People) Rental Rates: Weekday = \$200 Fri/Sat/Sun = \$250	Hospitality Suite (Maximum 16 People) Rental Rates: Weekday = \$100 Fri/Sat/Sun = \$150
<i>All room rental fees allow for up to a five-hour block of time</i>			

Anticipated Number of Attendees: _____ Event Start Time: _____ Event End Time: _____

Meeting Description/Room Use: _____

Additional Needs/Comments:

Room Table Set-Up Style:

- Theater Style (Classroom 48 / Boardroom 16)
- Classroom Style (Classroom 48 / Boardroom 12)
- Board Room Style (Classroom 22 / Boardroom 12)
- U-Style (Classroom 24)

Meeting rooms are equipped with a Flat screen TV, Sink, Mini Fridge, and internet connection.
Staples, nails, or tacks cannot be used to decorate at the Friedman Park Event Center

- Meeting Room Rental is based on 5-hour increments
- Additional meeting room time is available at \$50/hr.
- A \$100 room flip fee will be issued if needed
- A 5% discount for Military and Warrick County Residents
- A 40% discount for 501(c)(3) charitable organizations
- One discount is available per rental
- All discounts are off the meeting room rental only

Cancellations received less than one week in advance will be subject to full rental fee.

Conditions for Use

1. If requested in advance of Client's Rental Period, A/V equipment is provided at no cost to Client.
2. Coffee service, beverage service, and snack breaks are available at an additional charge. Refer to the Breakout Services sheet for options.
3. Client must be at the Friedman Park Event Center ("FPEC") to meet any vendors, caterers, event staff, etc. ("Vendors") for which Client has contracted and agrees that the Warrick County Department of Parks and Recreation ("Parks") and its staff are not responsible for payment, acceptance and/or signatures for any Vendors.
4. Renting of a meeting room does not mean Client's meeting is sponsored, endorsed, or affiliated with Parks.
5. As determined by Parks in its sole discretion, Parks may require Client to obtain liability insurance and provide a certificate of insurance to Parks to cover any liability that may arise from Client's use of the FPEC.
6. Client is responsible for cleaning the room after use. All decorations, food, and other items brought in must be removed at the end of the meeting and trash must be placed in receptacles. If tables and chairs have been rearranged, they must be returned to their original positions.
7. All federal, state and local statutes, regulations, rules and ordinances must be observed by Client during the use of the FPEC including, without limitation, all COVID-19 requirements from the Governor of Indiana and the Warrick County Commissioners.
8. Any applicable sales and use taxes will be applied and are to be paid by Client.
9. Client assumes all responsibility and liability for all actions of their guests while in or around the FPEC, and Client shall allow no unlawful or disruptive activities. The event shall be supervised during the entire period of use.
10. The Friedman Park Event Center **is a smoke free facility. Friedman Park is also a smoke free facility.**
11. Client agrees to not use other office work areas, staff computers, staff phones, or the other areas of the building. Use is limited to the room rented, and common areas (restrooms and the foyer). Client shall inform all of Client's guests of all these rules.
12. Client shall keep the equipment and the FPEC (including the rented room) clean and free from damage from food or drink.
13. Violation of any of the room use regulations may result in the loss of the room use in the future.
14. Client agrees that no alcoholic beverages shall be brought onto the premises by Client or Client's guests. Alcoholic beverages shall only be allowed if Client retains an approved liquor vendor to bring and serve the alcohol. Parks will provide Client a list of approved liquor vendors upon request.
15. Client acknowledges that the use of the FPEC is non-exclusive during Client's rental and that there may be other meetings being conducted in the FPEC at the same time.
16. Client accepts the FPEC and Client's meeting room in an AS IS condition.
17. Client shall keep noise in Client's meeting room and in the common areas to a minimum so as to not disrupt other people in the FPEC.

I acknowledge that I have read and understand the Conditions for Use Policy.

_____(Initials)_____(Initials)

Liability.

Parks reserves the right, but does not have the obligation, to inspect and control the Client's use of the FPEC. Client shall indemnify, defend and hold harmless Parks, Warrick County Economic Development Department, Warrick County, all other departments and boards of Warrick County, and the officers, representatives, agents and employees of each of them (collectively referred to as the "Indemnified Parties") from and against any and all demands, suits, judgments, settlements, claims, damages to property, injuries (including death) to persons, fines, liens, losses, costs, liabilities, and expenses (including reasonable attorneys' fees)(collectively referred to as the "Losses") arising out of or in any way related to Client's rental of the room or use of the FPEC, except for such Losses caused by the sole negligence or willful misconduct of the Indemnified Parties. This indemnity obligation shall survive the termination of this Agreement. Client hereby releases the Indemnified Parties from all liability and responsibility to Client or anyone claiming through or under Client (including all of Client's guests and vendors) by way of subrogation or otherwise for any injury to person, and loss or damage to equipment or property of Client, Client's guests or vendors.

Damages.

If any furnishings, the rented meeting room, the FPEC, the land surrounding the FPEC, or any property of Parks are damaged or lost as a result of activities during Client's rental, Client agrees to pay for repair costs and/or replacement costs, as may be necessary, to remedy such damage. Payment to repair or replace any such damages which occur during or as a result of Client's rental will be charged to the Client, except for damages caused by the gross negligence or willful misconduct of Parks. Client covenants that Client and all of Client's agents, servants, employees, contractors, vendors, guests, and attendees will use due care and diligence in all of their activities and operations at the FPEC.

The lack of performance hereunder by Parks shall be excused without liability if the failure to perform is due to an act of God, fire, casualty, act or decision of governmental authority, injunction, labor dispute, or any other cause beyond the reasonable control of Parks.

Renter's Property.

Parks is not responsible for items belonging to Client or Client's guests that are lost, stolen, or damaged during the Rental Period.

Liability for Guests.

Client shall be liable for the actions and behavior of Client's guests during the Rental Period, and at any other time such guest is in or around the FPEC as a result of Client's use of the FPEC. Parks shall not be liable for the safety of Client's guests.

I acknowledge that I have read and understand the Liability and Damages Policy. _____(Initials)_____(Initials)

If all terms of this Meeting Room Rental Agreement are not followed, Parks has the right to cancel this Agreement and deny any future requests for room rental to the Client.

Room Rental: _____

Add on Total: _____, which covers the following: _____.

Sales Tax: _____

Surcharge: _____

Total Amount: _____

Warrick County Department of Parks and Recreation

Client

By: _____

Print Name: _____

Print Name: _____

Sign: _____

Title: _____

Print Name: _____

Date: _____

Sign: _____

Date: _____

Please fill out this form and return to Parks.

We will contact you within 24 hours of receipt to confirm the availability of Client's requested meeting room.