

# Meeting Space & Event Planning Needs/Services Application

Primary Contact

e-mail

Provide a brief summary of purpose of meeting/event

Is this your first meeting/event here?

Yes

No

Organization Name

**Check one of the following please**

Phone #

Government entity or agency

Tax-exempt organization

Other

Fax #

Address:

Date(s) requested

Time of meeting/event

From

To

How will the event be advertised:

Estimated attendance

**Check the boxes that apply**

Residents Welcome

Public Welcome

Closed/Private Party

Signature

Date

I have read this application and accept all of its terms and policies.

Organization Name

# Room Descriptions and Services

## **Theatre/Stage**

The Theatre seats 150 comfortably. It has state-of-the-art audio and visual technology with a control room. From videos to Power Points this room is perfect for any audio/visual presentation large or small. Room includes podium, microphones, and entrance suitable for loading and unloading equipment. It is recommended to bring in any Power Point or technology in prior to the event for a trial run.

## **Overflow/Multipurpose**

The overflow/multipurpose room seats 50 individuals. Room includes tables, chairs, and has room separators for privacy.

## **Meeting Space/Small Groups**

There are many rooms that hold approximately 10-15 people. Rooms include tables and chairs. Interior decorations and window views give the rooms a very welcoming feel.

## **Dining Room**

The dining room seats 150. Room includes tables, chairs, and all catering is done on-site by the community Chef. Buffet bar, cereal bar, coffee/beverage tables, and dinnerware all available.

## **Catering**

All catering is done on-site by community Chef.  
Indicate type of catering services desired:

Please consult with the Lifestyle Director on-site to arrange for all catering and staff resources.

All rooms are Handicap Accessible.

# Policies:

**General:** This community, headquarters, and affiliated organizations have priority use of all meeting spaces. If for some reason your event may be “bumped” you will receive ample notice and receive priority consideration for rescheduling your event.

The community management reserves the right to refuse facility rental and catering services to anyone for any event. You, your guest, and your invitees will comply fully with all applicable laws and regulations in the conduct of your event and your use of the facilities at this community. The community management reserves the right to refuse admission to or eject from the premises any persons whose behavior is illegal, contrary to the safe operation of the premises, or otherwise objectionable or upsetting to our community’s residents, as determined in the sole and exclusive discretion of our community’s management. In exercising its rights, the community shall not be liable to you or any of your guest or invitees.

**Deposits, Payment, and Billing:** A deposit of 50% of the total estimated costs is required. Total estimated cost and charges include catering, technology, staff, facility, and equipment rental. You will be invoiced for the balance of the event costs, and payment terms are net 30 days.

**Catering & Food Service:** All catering for events will be handled through the community’s food service staff. You must submit your request for catering to the Lifestyle Director at least five (5) business days before your event and your final head-count forty-eight (48) hours prior to event.

**Alcohol/Liquor:** Contact the community Lifestyle Director to coordinate any alcohol arrangements. For purposes of this agreement, the term alcohol/liquor means any beverage that has an alcohol content greater than 0.0% by weight or volume, whether commercially produced or crafted at home, brewed, fermented, or otherwise created.

Neither you nor your guests nor invitees are permitted to bring any alcohol or liquor onto the community premises for any reason, in any amount or any container, without the express written permission of the community’s management; said written permission must be requested at least ten (10) business days prior to your event and the written permission letter must be provided at least five (5) business days prior to your event. The community’s management may, in its sole discretion, decline giving permission for alcohol or liquor for any reason whatsoever. Any violation of this policy will result in immediate termination of this agreement and immediate dismissal of you and your guests or invitees from the premises with no recourse to you.

**Damages:** The community does not permit anything to be attached in any way to its walls, ceiling, or balcony without prior approval of the Lifestyle Director or community managers. You agree to be responsible for any damage to the building caused by your guests, invitees, or subcontractors and to pay any fees charged for damages. Such fees are assessed according to the extent of the damage.

**Indemnification:** You agree to indemnify and hold harmless the community from any claim or damage (including attorney’s fees and expenses of legal proceedings) the community may sustain in connection with your event by reason of any act, omission, or negligence of any person associated with the event or whose presence at the community is attributable to the event.