



## Room Rental Agreement

Please note that rental is confirmed ONLY upon receipt of signed Room Rental Agreement, \$250 deposit, and a confirmation email has been received by user. All fees must be paid in full at the time of booking or by June 10, 2024 via electronic submission.

I, (User's name) \_\_\_\_\_ (herein called the "User") representative of (name of team) \_\_\_\_\_ 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 Old National Events Plaza and 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 10, 2024. Payment by credit card, debit card, check, or cash will be accepted.
- If booking is made on June 10, 2024, 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 (Admin@2024nationaltoi.com) or in writing to the address on this Facility Rental Agreement and the following policy shall apply:

- If cancellation is received more than 30 days prior to the facility 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 10, 2024, 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. User's full fees will be refunded in the event of cancellation by GEFSC.
- 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 GEFSC and ONEP as outlined below.
- Full payment for room is not received by June 10, 2024.

### Facility Rental Terms and Conditions

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

That the use of the rented area of the facility:

1. Does not promote hatred or discrimination against, or expose to contempt, any person or group of persons as applicable under legislation or law.
2. 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.
3. 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.
4. Does not violate capacity restrictions

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 2024 National Theatre On Ice 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 10, 2024. 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 \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone cell \_\_\_\_\_

Email \_\_\_\_\_