

CE NATIONAL, INC
Russell Center Reservation Confirmation

Date of Event: _____ Grace Brethren Ministry Related? ___ YES ___ NO
Non-Profit (501-3C) related? ___ YES ___ NO

Name of Group/Event: _____
Number of attendees: _____ (Room capacity: 125 Dinner seating / 225 regular seating)

Contact Person: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Arrival Date: _____ Time: _____ Departure Date: _____ Time: _____

Room set information: Please give some basic information regarding your event.

_____ 5' Round tables (12 available) _____ 8' tables (10 available) _____ 6' tables (6 available)
_____ Linens for tables (extra charge – must be pre-ordered)
_____ Announcement on sign at road to read: WELCOME _____
_____ Warming kitchen needed. Food liability waiver must be signed and returned prior to event.
_____ No AV/Tech Required

Sound System Requests:

_____ Microphones _____ (1) wireless handheld _____ (1) headset
_____ Music through sound system
_____ CD
_____ Mp3/iPad, etc.
_____ Video projector (for PowerPoint, etc)
_____ Laptop
_____ Sound through laptop
_____ DVD/Video
Screen size _____ 8' x 8' _____ 4' x 4'
_____ Internet access needed (Ask for password prior to event)
_____ Conference call unit (Polycom)
_____ I understand and agree with restrictions and fees and accept responsibility for payment.

PLEASE NOTE:
In order to use our AV equipment, a technical walkthrough must be completed prior to your event.

_____ Full Name _____ Date

Please fill out, sign and return all forms to CE National prior to event.
CE National, Inc. PO Box 365, Winona Lake, IN 46590 574-267-6622 Fax: 574-269-7185

Russell Center Use Policy

It is the desire of CE National to fully use all of its resources and to do all in its power to accomplish its expressed mission statement. This desire would encompass the rental and use of its facilities and services to outside groups.

The Russell Center is available on a first-come/first-serve basis to groups or individuals and is available for a wide range of meetings, retreats, receptions, etc. The following guidelines should be observed when reserving or using the Russell Center.

1. Alcoholic beverages, smoking, and illegal drugs are not permitted on CE National property.
2. No games involving items being thrown. ie footballs, Frisbees, etc.
3. Organized dancing is not permitted in the Russell Center.
4. Tape and tacks are not allowed on walls without prior approval.
5. Leave equipment in good condition. Any broken equipment or facility damage should be reported to the CE National staff. Any damages beyond normal wear are the financial responsibility of your group.
6. In order to use our AV equipment, a technical walkthrough must be completed prior to your event with the person who will be using the AV equipment. CE National does not provide a sound technician during your event.
7. Payment is due prior to an event unless other arrangements are made in advance.
8. Please clean up after your group. If extraordinary cleaning is required after your group, you will be financially responsible for the cost of such cleaning.

Rental Charges:

Entire Center

| | |
|----------|-------|
| ½ Day | \$225 |
| Full Day | \$400 |
| Weekend | \$600 |

Non-profit rates are available to 501.3C organizations.

Seating:

Dinner seating...maximum of 125

Regular seating... maximum of 225

Maximum occupancy 250

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RUSSELL CENTER FOOD LIABILITY WAIVER FORM

I, _____, understand that CE National as an organization and/or its employees cannot be held liable for any food borne illness/reaction that may result from food made or served at the Russell Center.

CE National strongly recommends that a bonded catering company bring food in for your consumption at your event as a protection to you and your guests.

CE National does not have a kitchen that has been approved by the Health Department and we do not have "Serve Safe" certified employees. The kitchen at CE National's Russell Center is a warming kitchen only and is provided as a service area to caterers and to the CE National employees for personal and CE National use.

Signed _____ Date _____

Please print name _____

Relationship to the organization having an event where food is served _____

Date of Event _____

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