

**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.

\_\_\_\_\_ Full Name \_\_\_\_\_ Date

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

**The Russell Center at CE National is dependent on outside vendors for services such as phone, internet, and electric. Every effort will be made to contact the outside vendor and resolve any issues should they arise, but the Russell Center at CE National cannot be held liable for any losses if service cannot be restored.**

## 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	\$275
Full Day	\$500
Weekend	\$800

Non-profit rates are available to 501.3C organizations.

### Seating:

**Dinner seating...maximum of 125**

**Regular seating... maximum of 225**

**Maximum occupancy 250**

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 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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