

CE NATIONAL, INC
Russell Center Reservation Confirmation

Today's Date: _____ Charis Fellowship Related? YES NO
Non-Profit (501-3C) Related? YES NO

Name of Group/Event: _____
Number of attendees: _____ (Room capacity: 120 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)
_____ Number of chairs per table
_____ Linens for tables (\$5.00 each – must be pre-ordered at least 1 week in advance; white only)
_____ Napkins (\$0.60 each – must be pre-ordered; color choice)
_____ Announcement on sign at road to read: _____
_____ Warming kitchen needed. Food liability waiver must be signed and returned prior to event.

*Set-up requirements must be finalized one week prior to event.

Sound System Requests:

_____ Microphones _____ (1) wireless handheld _____ (1) headset
_____ Background music through tablet, phone, etc.
_____ Projection for PowerPoint, etc.
_____ Projection for video
_____ Internet access needed (Ask for password prior to event)
_____ Conference call unit (Polycom)

_____ I understand and agree with restrictions and fees as outlined on page 2 of this agreement; I accept responsibility for payment for use of the facility and any damages.

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

Signature: _____

Date: _____

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 & Deposit/Payment details:

½ Day	\$275
Full Day	\$500
Weekend	\$800

*Non-profit rates are available to 501.3C organizations.

A non-refundable deposit of \$125 for ½ day, \$225 for full day and \$300 for weekend bookings is required to secure your requested date(s). The deposit amount will go towards the total invoice for your event. Deposits are required when reservation paperwork is submitted. Final invoice must be paid in full a week prior to the event date. Payment can be made with cash, credit card, or check. A \$30 returned check fee will be charged on any returned item.

Dinner seating...maximum of 120

Regular seating... maximum of 200

Maximum occupancy 250

At the end of your event, we ask that you take all trash to the dumpster and make sure all the doors are locked.

In case of Emergency: If you have an emergency, please don't hesitate to call 911 or the Kosciusko Community Hospital (574-267-3200) if you have an emergency involving medical care. You may contact Jesse DeBoest (574-527-0058) if you have an emergency related to the Russell Center.

Initial: _____ 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 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 _____

Name of group or event _____

Date of Event _____

Please fill out, sign and return all forms to CE National prior to event.

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