

C F Centre
Facility Use Agreement
5601 East 56th St. Indianapolis, IN 46226
(317) 542-8363

Event Date _____	Type of Event _____
Event Hours _____	Approx. Number of Attendees _____
Contact Person _____	Email _____
Home Phone _____	Alternate Phone _____
Address _____	

A. Rental Fees:

Monday through Friday Day	\$250 per hour
Friday Evening	\$250 per hour (4 hour minimum)
Saturday All Day	\$250 per hour (4 hour minimum)
2 nd Floor Break-out Rooms only	\$50 per hour
Gym (no tables or chairs)	\$100 per hour (4 hour minimum)
The Oasis Foyer	\$75 per hour (4 hour minimum)
Kitchen Rental (for catering services)	\$100 flat rate
Audio Visual rental	\$25 per hour of event

B. Security Deposit:

A refundable security deposit of \$250 is required for any damages/spills requiring professional services.

C. Reservation Deposit:

A non-refundable reservation deposit of 50% of the estimated facility rental charge is due the day the reservation is made along with a completed and signed Facility Use Agreement. The remaining balance is due one week prior to the event. If the date of the event is changed, the deposit may be applied toward that event at C F Centre within 1 year. If the event is canceled, only the security deposit will be refunded.

D. Not allowed:

Tapered candles, glitter, rice, silly string, screws, hooks, nails, thumbtacks, tape or adhesives. An additional charge of \$150.00 will be added to your final bill if any of the described items are used without previous approval by the facility manager. The facility is to be used with great care and respect.

E. No Smoking: is allowed inside the facility.

F. No Alcohol of any kind is allowed in the facility.

G. Damages: The party/organization signing this agreement is responsible for all guests and must reimburse the facility for all damages.

H. Disposal of Trash: The party signing this agreement is responsible for cleanup of all paper, decorations, garbage, food, etc. If it was brought in, it needs to be taken out. There is a dumpster on the south side of the facility in the back. If full, please leave bagged and tied trash beside the dumpster.

I. Cleaning: The cleaning fee is included in the price of the rental charge. The fee is for routine cleaning only. Any cleaning beyond routine tasks—sweeping, mopping, dusting, trash removal,

washing of linens, etc. will be charged and deducted out of the security deposit. Intensive cleaning is not included.

- J. **Furnishings:** C F Centre has 300 chairs, 20 each 60" round tables (8 persons each), 8 each octagon tables (8 persons each), 11 each 8' rectangle tables (8 persons each), and 6 each 6' tables (6 persons each). Please provide the C F Centre staff with preferred table arrangements prior to the event. Please do not drag tables or chairs on the floor as they will scratch or leave scuff marks.
- K. **Catering:** C F Centre has no preferred caterer. You may use any caterer of your choice. All caterers must be licensed with liability insurance. The facility's kitchen may not be used for food production by non-licensed caterers. All caterers are responsible for the cleanup of all kitchen equipment, food, and related food waste.

L. **Waiver, Release & Indemnification:**

You (Lessee and all guests) agree that if you or any of your guests use any part of the premises referred to you as C F Centre, you do so at your own risk. This includes, without limitation, your use of the banquet facility/gym, 2nd floor rooms, Oasis, parking area, sidewalk and any equipment stored and/or used at the facility. You agree that you are voluntarily using these facilities and assume all damage, loss, theft of any personal property. You agree on behalf of yourself (and your personal representatives, heirs, executors, administrators, agents, assigns) **to release and discharge Lessor (C F Centre) and our affiliates, employees, agents, representatives, successors and assigns, from any and all claims or causes of action (known or unknown) arising out of our negligence.** This Waiver and Release of liability includes, without limitation, injuries which may occur as a result of (a) your use of any of the equipment or facilities which may malfunction and break, (b) you slipping and falling while on the premises or using the facilities. **You acknowledge that you have carefully read this Waiver and Release and fully understand that it is a release of liability. You are waiving any right that you may have to bring legal action to assert a claim against us for negligence. You further agree to indemnify, defend and hold Lessor harmless from and against all claims, losses, costs and damages, including but not limited to attorney's fees, and actions pertaining to your occupancy and use of the premises, including any claim made by a guest or invitee of the Lessor, arising out of bodily injury, disease, death or property damages, including loss of use whether it is caused in whole or in part by the negligence of Lessor.**

I have read this agreement and hereby agree to the above terms and policies for the use of C F Centre.

Signature _____ Date _____

Print Name _____

Facility Rental Fee _____ 50% Deposit to reserve _____

Extra Room Fees	_____
Cleaning Fee (if applicable)	_____
Refundable damage deposit	_____
Total Facility Charges	_____
Minus Reservation Deposit	_____
Total Due (one week prior to event)	_____