

FACILITY RENTAL CONTRACT

Company: _____ **Date:** ____/____/____

Engager: _____ **Title:** _____

Address: _____ **City/State/Zip:** _____

Phone: (____) _____ - _____ **E-Mail:** _____ **Fax:** (____) _____ - _____

Proof of Insurance: Yes / No **Anticipated attendance:** _____

Date of Event: ____/____/____ **Room(s):** _____ **Hours:** _____

Room Rental Fee: \$ _____ Equipment/Other Fee: \$ _____

Set-up Fee: \$ _____ Security Fee: \$ _____ Fee Grand Total \$ _____

Comments: **Use of Conference Center Rooms, restrooms, parking lot and patio:** it is understood that if you are serving food, you will have a covered table. You may use the meeting room to eat; however, you will be responsible for all clean up. All leftover food must be removed, no papers or materials left on tables or on floor, no water or juice bottles left. All areas must be left clean and presentable and tables and chairs placed in an orderly arrangement. Please notify the Center coordinator prior to your departure, as well as informing us if any food or drink has been spilled on the floor (in order to do proper clean-up). **Note: In the event of spills, please do not try to do any clean up, but notify facility coordinator or staff member immediately. (If required, additional fee will be charged for professional cleaning. Additional charges will be assessed for any damages to the property.) No food or drink is allowed in the halls or stairwells under any circumstances.** Please provide signs identifying your meeting location so that our receptionist is not disturbed.

I HAVE READ, UNDERSTAND, AND AGREE TO ADHERE TO THE TERMS AND CONDITIONS LISTED ON THE REVERSE SIDE OF THIS CONTRACT.

Authorized Signature **Date**

Print Name and Title

THIS RESERVATION IS NOT CONFIRMED UNTIL THIS CONTRACT IS SIGNED, INTIALED, AND RETURNED WITH A 50% DEPOSIT. FULL PAYMENT IS DUE ONE WEEK PRIOR TO EVENT.

PLEASE MAKE CHECK PAYABLE TO: FAME ASSISTANCE CORPORATION

Mail check and contract to:

FAME Conference and Expo Center
Business Development Division - Facility Coordinator
1968 W. Adams Boulevard, Los Angeles, California 90018

SUPPORT SERVICE REQUEST FOR ASSISTANCE

Today's Date: ____/____/____

Date of Event: ____ / ____ / ____ Event Name: _____

Food Catered: Yes No

If yes, name of vendor: _____

Date / Time vendor will arrive: _____

Number of Attendees: _____

Table set-up: (explain in detail setup arrangement including number of tables needed)

Chair set-up: (explain in detail setup arrangement including number of chairs needed)

Extra Security: _____

Special Parking Arrangements: _____

Other: _____

CONTRACT TERMS AND CONDITIONS

FAME Conference and Expo Center hereinafter shall be referred to as the Center. The engager agrees to the following terms and conditions.

Pricing: Pricing is based upon size of room(s) booked. All events must begin no earlier than 8:00am and conclude no later than 10:00pm. Groups using the facility must pay a set-up fee.

Cancellations: Space cancelled less than three (3) working days prior to scheduled program date will be assessed the full rental fee(s). All cancellations must be confirmed in writing within three (3) days of verbal notification. This is a rent-at-will contract. FAME Assistance reserves the right to cancel the use of the facility at any time.

Smoking: FAME Conference and Expo Center is a non-smoking facility.

Alcoholic Beverages: No alcohol permitted.

Separate & Additional Charges: Charges shall be applied for the following services: audiovisual, sound system, easels, microphones, and other ancillary services.

Deliveries: Deliveries must be made within FAC office hours and must be properly labeled. FAC will not be responsible if delivery items are lost, stolen or damaged. Delivery hours are 8:00am to 4:30pm. Deliveries may be delivered through the rear entranceway on the south side of the building.

Audiovisual: Equipment is the responsibility of the engager during the rental period and any loss or damage is subject to repair or replacement costs.

Catering Services: FAME Conference and Expo Center offers catering services, however you may choose to use a caterer of your choice. A licensed and fully insured caterer must prepare food consumed within the Center.

Food Serving: Food must be served and consumed in the designated area. All food/drink waste must be disposed of in the large receptacles in the designated areas.

Food Tables: All groups must use a tablecloth to protect the tables.

Initial: _____

Date: _____

Use of Facility: Engager agrees to conform to all Federal, State and local laws governing the use of these facilities. Any moving or rearranging of furniture, risers, electrical fixtures or other equipment belonging to the Center is strictly prohibited. **The engager and any related parties expressly agree not to tape, paste, post or nail any objects to painted walls, drapes or other surfaces. Damage to the Center and its facilities will result in additional charges.**

Telephones: No public telephones are available.

Security: Security may be required at the discretion of the Center. Additional charges for security are the responsibility of the engager.

Parking Services: Reserved areas are for FAME Assistance staff ONLY. Groups are to be advised of the limited parking available for a maximum of 60 cars. Groups must assign someone to manage parking if your group exceeds 60 participants.

Decorations: Decorations are permitted but must be approved with the FAC facility coordinator prior to scheduled events. No tacks or nails will be allowed on any walls.

Receptacles: Receptacles are available for scheduled events and are located outside the main entrance. Small receptacles are located in each room for paper materials only.

Advertising of the Center: Engager expressly agrees not to use any mark or logo of FAME Assistance Corporation in such a way as to imply endorsement of sponsorship of the program by FAME Assistance. Any such use or misrepresentation shall constitute a breach of this contract.

Damage to FAME Assistance Corporation Facilities: The engager agrees to pay the Center for any and all damages arising from the occupancy and use of the Center's facility by the engager, engager's instructors, contractors, participants, guests, related parties or any person present at the function. Additional charges will be added.

Indemnification: FAME Assistance Corporation and FAME Conference and Expo Center accept no responsibility for damage or injury occurring at or because of this program. You agree to indemnify and hold harmless FAME Assistance Corporation, FAME Conference and Expo Center, their offices, employees and agents against any claims, liability, loss, cost or damage, including attorney's fees, arising out of any injury or damage not directly caused by the negligence or willful acts of FAME Assistance Corporation, its employees or agents.

Disclaimer: Engager acknowledges that FAME Assistance Corporation and the FAME Conference and Expo Center accept no responsibility for damages or loss to any personal property, program materials, supplies, goods, equipment, etc., left in a conference room or public area, including vehicles in parking lot(s).

Initial: _____

Date: _____

CERTIFICATE OF INSURANCE REQUEST FORM

It is a policy of this facility to **require** all outside groups using the facilities to provide **“Proof of General Liability” insurance**.

The appropriate documentation should be attached to this form PRIOR TO any event naming **FAME Assistance Corporation** as an additional insured.

Name of Organization: _____

Address: _____ City _____ State _____ Zip _____

Phone Number: (____) _____ - _____ Contact Person: _____ Title: _____

Description of Activity/Event: _____

Approximately how many people will be involved in the activity/event? _____

What types of activities will be included in this event?
(i.e. conferences, training, meetings, etc)

Signature: _____

Date: ____/____/____

For Facility Use:

I have looked at the attached paperwork and have approved the above named agency/group/business for usage of the facility for the purpose described above.

Name: _____ Title: _____ Date: ____/____/____

FACILITY USAGE & HOLD HARMLESS AGREEMENT

I/We the undersigned authorized representative(s) of _____
(Name of Organization)

of the City of _____, State of _____ shall use the building and grounds of the *FAME*

Conference and Expo Center on _____ from _____ to _____, for the purpose of
(Date) (AM / PM) (AM / PM)

_____, herein referred to as “the activity.”

I/We understand and agree that FAME Assistance Corporation nor its trustees, representatives, employees, or agents may be held liable in any way for occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building, and grounds as well as all appliances and fixtures in the Activity, I/We hereby assume all risk in connection with participation in the Activity. I/We further release *FAME Assistance Corporation*, its trustees, employees, agents, or representatives for any damage that may occur while participating in the Activity. I/We further agree to save and hold harmless *FAME Assistance Corporation*, its trustees, employees, agents, or representatives from any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the Activity. I/We also authorize *FAME Assistance Corporation*, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accidents occur while participating in the activity.

I/We further state that I/We are authorized to sign this agreement; that I/We understand the terms herein are contractual and not mere recital; and that I/We have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

I/We have executed this affirmation and release on the _____ day of _____, 20_____.

Signature: _____

Print: _____

Signature: _____

Print: _____