

**DIOCESE OF GRAND RAPIDS
CATHEDRAL SQUARE CENTER
360 Division Avenue S. Grand Rapids MI 49503
(616)475-1246 (Fax) (616)551-5645 email: ccastano@dioceseofgrandrapids.org**

CONFERENCE AND MEETING ROOM RENTAL AGREEMENT

CONTACT PERSON _____ ORGANIZATION/LESSEE _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ ALTERNATE PHONE _____ FAX _____ EMAIL _____

DATE OF EVENT _____ TYPE OF EVENT _____

ESTIMATED GUEST NUMBER _____ GUARANTEED GUEST NUMBER (due 7 days prior to event) _____

SET-UP TIME _____ to _____ ACTUAL TIME OF EVENT _____ to _____ CLOSING AND CLEAN-UP TIME _____ to _____

ROOM CHOICE _____ ROOM RENTAL FEE _____

CONTRACTED ROOM CAPACITY: Banquet Style Theater Style Classroom Style Board Style

Lessee(s) are aware that "maximum room capacity" refers to the maximum number of people who can be accommodated in the rented space, according to fire codes. "Maximum room capacity" does not allow for additional tables, chairs, stages, entertainment, A/V equipment, or other additions or changes to the rented space. Lessee also understands that if any of these items are added, the number of guests may need to be reduced to assure compliance with applicable codes. **Initials** _____ **Date** _____

FEES

- Enclosed is the full amount of the room rental fee in the form of check or money order, made payable to the "Cathedral Square".
\$ _____
- Enclosed is a \$500 damage deposit due at time of booking paid in a separate cashier's check ___ personal check ___ money order ___
- Enclosed are fees for additional costs: Security personnel \$ _____ A/V staff \$ _____
- It is agreed the remaining rental balance of \$ _____ will be paid no later than _____ (90 days prior to event date)
- It is understood that a copy of this signed agreement and payment of required fees will serve as the reservation confirmation.
- Receipt of the Event Policy Statement is acknowledged by the Lessee. Policies expressed in the Event Policy Statement are understood and agreed upon by the Lessee. **Initials** _____ **Date** _____
- The Lessee(s) jointly and severally agree to indemnify and hold harmless the Diocese of Grand Rapids and the Cathedral Square Conference Center, together with their officers, agents, representatives, employees, and volunteers from any and all loss, damage, claim, or liability of any kind or description, including but not limited to claims or losses from personal injury or property damage, caused by or arising from the lease or use of the Conference Facilities by the Lessee (s). If any such loss occurs, the Lessee(s) will be invoiced after the event for the damages assessed by the Cathedral Square Conference Center.

Authorized Officer/Lessee

Organization

Cathedral Square Conference and Meeting Room Director

Date