

BILLING

Rental fees are due prior to the actual meeting date. All miscellaneous charges will be invoiced after the date of the function and are due upon receipt.

CANCELLATIONS

NSCN would appreciate early notice of your group's cancellation. The following cancellation penalties will be applied.

Cancellations made: (a) More than 7 calendar days prior to the meeting – no penalty; (b) 3 calendar days to 7 calendar days prior to the meeting – 50% of room rental; (c) within 3 calendar days of the meeting – 75% of room rental.

If NSCN is not notified that the meeting has been cancelled, the group will be charged the full amount of the room rate.

AGREEMENT

By signing and returning the Reservation Request the Renter hereby agrees to these rental policies. Performance of this agreement is contingent upon the ability of NSCN to complete the same, and is subject to any causes, whether enumerated herein or not, which are beyond the control of NSCN. In no event shall NSCN be liable for the loss of profit or other similar or dissimilar collateral or consequential damages, whether based on breach of contract, warranty or otherwise. Renter agrees to conduct its event in an orderly manner in full compliance with applicable laws, regulations and NSCN policies.

KITCHEN

Catering is allowed in the room. You will need to supply your own coffee, food, and beverages. No alcoholic beverages.

PARKING: Parking is available at the NSCN location.

LIABILITY: Renter agrees to indemnify, defend and hold NSCN, and its directors, officers, employees and agents, harmless from any and all liabilities, damages, loss, costs and expenses arising out of third party law suits, claims of injury to persons or damage to property in connection with the activities held on the premises of NSCN Conference Room.

FORCE MAJEURE: The total performance of this agreement by NSCN and the Renter is subject to Acts of God, war, disaster, labor disputes, civil disorder, or other matters of an emergency nature that would make it illegal or impossible to provide the facilities and hold a successful event on the part of the NSCN or the Renter. The agreement may be terminated by either one or more of the conditions stated above in this paragraph, upon written notice by both parties without any penalty being imposed.

SEVERABILITY: The unenforceability or invalidity of any of the provisions of this agreement shall not affect the enforceability or validity of any other provision of the agreement.

HEADINGS: The headings in this agreement have been inserted as a matter of convenience. If there is any conflict between the headings and the text, the text will control.



NATIONAL SAFETY COUNCIL, NEBRASKA CHAPTER

Conference Room RESERVATION REQUEST

Each time you wish to reserve the NSCN Conference Room, please fill out this form. E-Mail or deliver a signed copy to NSCN's point of contact, Heather Watts 402-898-7341 or email hwatts@safenebraska.org. **No reservation can be confirmed until this form is completely filled out, signed, and returned.** Before you sign the form, make sure you have read National Safety Council, Nebraska Chapter Conference Room Rental Policies. I agree to use the room according to the policies.

Signed: _____	Date: _____
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Name of Organization / Group: _____

Contact Name for Group: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Reservation Dates/Times:

Day _____ Date _____ Start Time _____ End Time _____
Day _____ Date _____ Start Time _____ End Time _____

Your Contact Numbers:

Work: _____ Cell: _____ E-mail: _____
Home: _____ Fax: _____

Other (or emergency) contact person:

Work: _____ Cell: _____ E-mail: _____
Home: _____ Fax: _____

Type of activity to take place in room:

Organizational / Staff Meeting Seminar Committee Group
Training Program Community Forum Other _____

Expected attendance: _____

Preferred Classroom: _____