

MID-AMERICAN AIR CENTER MEETING ROOM REQUEST FORM

Contact Name: _____

Group Name: _____

Phone: _____ Fax: _____

Email: _____

Street Address: _____

City, State, Zip: _____

Meeting Date(s) & Time(s) Requested: _____

Event Type: _____

(i.e., committee meeting, board meeting, lecture, workshop, etc.)

Approximate Number of Attendees: _____ (50 person limit)

Will you be serving food at your event? YES NO

If yes, name of caterer if applicable: _____

Approximate time you will arrive at the Terminal Building : _____

ALL ROOM RENTAL FEES MUST BE SUBMITTED WITH MAAC MEETING PLACE REQUEST FORM AND MAAC MEETING PLACE RENTAL AGREEMENT AND CONTRACT

Total Amount Due \$ _____

Check Enclosed: _____ Check Number: _____

Credit Card Number: _____ 3 digit code _____

Expiration Date: _____ Zip Code: _____

SIGNED: _____ DATE: _____

(signature authorizes charge to your account)

PRINT NAME: _____

Please print/scan/email to cindyw.maac@gmail.com or fax at (618)943-7508

TERMINAL 2ND FLOOR AREA
MEETING ROOM RENTAL AGREEMENT AND CONTRACT

MEETING ROOM RATES

Mid-American Air Center Facility (MAAC): One hour: \$100.00, Half day: \$200.00 (4 hours), All Day: \$300.00 (8 hours). The room rental rates include standard in-house table and chairs for 50 people, Podium with microphone, Public Restrooms, 2 private rooms if needed, Wi-Fi, bottles of water for 50¢ and coffee upon request for an additional fee of \$5.00 pot with 6.5 oz cups provided.

There will be an additional \$100.00 charge if room seating needs to be prearranged.

MEETING ROOM POLICIES

The following policies are set forth for rental of meeting space at MAAC and Group agrees to abide by these policies.

Rental Procedure:

All room rental fees must be submitted with signed Meeting Room Request Form and Meeting Room Rental Agreement and Contract to reserve the meeting space.

Cancellations:

No penalty if written notice is provided two weeks prior to meeting date. Cancellation less than two weeks will be assessed a 25% administrative fee. No refunds if cancellation is less than one week from scheduled function. A full refund, less cancellation fees, will be mailed to Group upon cancellation.

Marketing:

Please give name and phone number of Group contact (not the MAAC Place) in marketing pieces.

Room Set-up:

Fees include Standard setup in house conference tables with 50+ chairs. Coffee upon request per fee. Phone, Fax, scanner and printer are available on the main floor of the terminal for additional fee. Any change from standard set-up is an additional \$100.00 charge.

Group is responsible for the repair of any damage incurred to the MAAC Meeting Place audio equipment while in the Group's use.

Group may bring their own AV equipment or order from an outside vendor. MAAC Meeting Place offers no guarantee on compatibility of outside equipment. If AV is required, Group is responsible for arranging rental of equipment, set-up and dismantling. Group must provide name of company that will be delivering AV equipment.

Clean-up:

Group is responsible for the cleanliness of meeting facility upon conclusion of event: a clean-up fee of up to \$100.00 will be assessed if meeting space is not returned to its original state.

- *Chairs and tables must be straightened and returned to original position
- *No used materials or trash to be left in meeting rooms
- *All used paper, plastic ware; bottles and cans must be placed in trash receptacles
- *Leftover food must be placed in trash receptacles and taken away
- *Group will provide trash bags

Food:

Group may order from an approved caterer list or may bring in food.
The Group may use anything from the MAAC Snack Bar and we will bill you after taking inventory (Please fill out the provided form for items consumed).

Miscellaneous:

*NO SMOKING in rental facility- Smoking allowed in designated area only. Dispose of cig butts in smoking pole.

*No candles or open flame

*Alcohol. If you plan on bringing any type of Alcohol, an approval in advance is necessary.

Canteen List:

Assorted chips, crackers and candy bars.

CONTRACT

Group assumes all risk of, and agrees that MAAC Meeting Place shall not be liable for any damage to property or injury to or death of an persons including, without limitation, Group or its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, in, on or about Bi-State Authority and the MAAC Meeting Place premises from any cause except where such damage or injury arises out of the gross negligence of the MAAC Meeting Place. Further, Group shall fully indemnify and hold insurers, attorneys, and agents harmless from all claims, demands, actions, causes of action, losses, damages, or liability (including, without limitation, all expenses of litigation, court costs, and attorney's fees) for any injury or death to any person, including, without limitation, any injury, disfigurement, or death, any monetary claims, including, without limitation, any injury, disfigurement, or death, any monetary claims, without limitations, any claims for medical expenses, pain and suffering, mental anguish, emotional distress, loss of consortium, or for lost wages, or any injury received or sustained by any person or property arising out of the acts or omissions, including negligence, of the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, or the performance of, or failure to perform by, the Group or any of shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, of any of the Group's obligations under this Agreement even if such claim is based on a claimed negligent act or omission of any of the indemnities.

Group assumes all responsibility for repair and restoration in the event of damages caused by the Group or their invitees. Group agrees to be, and is, responsible for ensuring that the meeting, including the layout of the meeting room and any equipment and/or other item used in connection with the meeting and/or the Group function, is not ADA accessible and compliant. Group also agrees to comply with each and every term and provision of the MAAC Terminal Place Rental Agreement, which is incorporated into and made part of this Contract as if fully set forth herein.

I HAVE READ THE ENCLOSED INFORMATION AND AGREE TO ABIDE BY MAAC TERMINAL MEETING PLACE POLICIES AND AGREEMENT AND THIS CONTRACT.

Group _____

Signed _____ Date _____

RETURN A SIGNED COPY OF THIS AGREEMENT, THE MAAC TERMINIAL PLACE REQUEST FORM, AND PAYMENT TO :

BI-STATE AUTHORITY/MAAC TERMINAL MEETING PLACE
13608 HANGAR ROAD
LAWRENCEVILLE, IL 62439

YOU WILL RECEIVE A LETTER OF CONFIRMATION BY EMAIL.