



ADEC's Conference and Event Center Terms & Conditions

1. **General Information.** Located on ADEC's campus at 1671 W. Vistula St., Bristol, IN. 46507.

ADEC's Conference and Event Center offers a large multi-media equipped conference room that can easily be converted into three smaller meeting rooms. The space is also home to ADEC's Gaining Grounds Coffee House, which offers a full range of coffee and specialty drinks. Your guests can purchase a cappuccino on their way into your meeting or a snack during breaks. By renting space in ADEC's Conference and Event Center, you are helping our community learn about how we provide choice and possibility to individuals with intellectual and developmental disabilities.

2. **Eligible Organizations.** ADEC may rent the conference room to any corporate, private, or individual entity, whose mission and/or vision does not harm or contradict ADEC Inc.'s mission or values, as determined by ADEC management. Religious services, sales solicitations, and political campaigns/meetings are not permitted. ADEC reserves the right to deny the conference and event center and property based on the priorities of ADEC and reserves the right to amend this policy at any time. You may find ADEC's mission and values on our website at www.adecinc.com.
3. **Rooms Available for Use.** The conference and event center total square footage is 2,200, with two end rooms each measuring 800 sq. ft. and the middle room at 600 sq. ft. One hundred people can be accommodated when renting all three adjoining rooms. ADEC can provide up to 86 blue stackable chairs and accommodating movable tables.
4. **Hours of Use.** The conference and event center rooms are available for use **Monday through Sunday between the hours of 8:00am-4:00pm**. If the rooms are rented after standard hours, additional fees may apply. This does exclude Holidays.
5. **Room Reservation.** Reservations will be accepted on a first come, first served basis. On rare occasions, ADEC may reassign rooms should an internal need supersede it. ADEC will do a pre-and-post event inspection walk-through with the Renter regarding the condition of the rooms to ensure no additional cleaning costs have been incurred.
6. **Costs.** The Renter shall pay to ADEC on or before the day of the event, plus 7% tax:
 - Monday – Friday:
 - Half Day – up to 4 Hours: \$50 Rental Fee Per Room
 - Full Day – up to 8 hours: \$100 Rental Fee Per Room
 - Saturday – Sunday:
 - Half Day – up to 4 Hours: \$375 Rental Fee Per Room
 - Full Day – up to 8 hours: \$530 Rental Fee Per Room

If the rooms are rented after 4:00pm during Monday through Sunday, or if the Renter requests the Coffee House open past regular business hours or on Saturday through Sunday, the Renter will pay an additional \$30 per hour. ADEC will need at least 30 days' advance notice if the Renter requests the Coffee House open during weekend hours. The Renter is also responsible for leaving the room neat, clean, and in orderly condition. The Renter is responsible for any damages to the facility and/or equipment or excessive cleaning costs.



- 7. Certificate of Liability for Organizations.** Proof of insurance is required, with a certificate of insurance sent to ADEC's Conference and Event Space prior to the scheduled event. ADEC assumes no liability regarding the use of its facilities. Insurance minimums are \$1,000,000 comprehensive/general liability insurance and \$100,000 property damage to cover the full period of occupancy.
- 8. Decorations.** The Renter shall remove all personal property and decorations at the end of the event, along with any excessive trash. The Renter shall not make any alterations to the facility, fixtures, building systems, or equipment. The use of nails, screws, tacks, tape, or confetti is not allowed. Candles, other than those on a cake, and other items that require fire are not allowed.
- 9. Food and Beverage.** Outside food and beverages are allowed in the conference and event center. Alternatively, Gaining Grounds Coffee House offers drinks and light refreshments during standard hours.
- 10. Audio-Visual.** Gaining Grounds Conference rooms will have a TV and HDMI wall ports. Additionally, the central room has a ceiling-mounted projector. AirPlay capability, microphone, and DVD player upon request. The Renter may be asked to lower the volume that is considered excessive. Please discuss any concerns or needs when booking the space. Please have your requests in at least 5 business days prior to your event. Requests may not be accommodated after this deadline.
- 11. Technology Policy for use of space.** If your presentation or meeting requires a laptop, you must supply your own. Guests may get access to internet, which is free to guests. Please note that this is not a private network.
- 12. Reservation Cancellation. A \$50 cancellation fee will be charged if notice of cancellation for the space is given less than 48 hours' prior to the reservation date.**
- 13. Other Considerations.**
 - a. No weapons or firearms are allowed on ADEC's property.
 - b. This agreement is non-assignable and non-transferrable.
 - c. Alcoholic beverages or drugs are not allowed on ADEC property.
 - d. The Renter and/or the organization must be the host and in attendance throughout the event.
 - e. The facility shall be left in a clean, safe, and undamaged condition.
 - f. The Renter shall not violate any local, State or Federal law on ADEC property.
 - g. ADEC is a non-smoking facility or property – no smoking, vaping or e-cigarettes allowed.
 - h. ADEC reserves the right to enter and inspect the facility at any time for any purpose during the event.



WAIVER/RELEASE OF LIABILITY:

I have read ADEC's terms and conditions, understanding that it is part of the rental agreement and will abide by the conditions set forth in that policy. I will take full responsibility for my group as outlined, including reimbursement for damage caused by my group. ADEC will not be held liable for any injuries to any participants and not be responsible for any damage to equipment brought into the premises. I further understand that ADEC will be held harmless and indemnified by me and the group or organization I represent. I have full authority to enter into this agreement for my group or organization.

RENTER'S SIGNATURE: _____ Date _____

This contract for the rental of ADEC's Conference and Event Center is made between ADEC, the Owner
and _____, the Renter.



The Renter wishes to temporarily rent, occupy, and make sure of the Owner's venue, located at **1671 W. Vistula St., Bristol, Indiana 46507**, known as ADEC's Conference and Event Center.

The Rental Period is **Monday through Sunday 8:00am-4:00pm**. After 4:00pm, additional fees may apply.

MEETING ROOM	DATE	HALF DAY (1-4 HRS)	FULL DAY (UP TO 8 HRS)	Extended Hours \$30 per additional hour	# OF ATTENDEES (APPROX.)
#1 (800 sq. ft.)					
#2 (600 sq. ft.)					
#3 (800 sq. ft.)					
ALL THREE (2,200 sq. ft.)					

The Renter wishes to have the Coffee House open for extended hours beyond 3:00pm or open Sat. - Sun. (additional \$30/hr.):

Yes No

RENTER'S Signature: _____

RENTER'S Name: _____

Date: _____

RENTER'S Address: _____

RENTER'S Email: _____

RENTER'S Phone: _____

OFFICE USE ONLY	
Authorized Signature, ADEC, Inc. by: _____	Date: _____
Printed Name: _____	
PAYMENT METHOD:	
<ul style="list-style-type: none"> • Cash: _____ • Check: _____ • Credit Card: Type (Visa, Mastercard, AMEX, etc.) _____ 	
Credit Card Number: _____	
Expiration Date: _____ CVC: _____	