

Valle Crucis Conference Center

DAY MEETING AGREEMENT & GUIDELINES

Bishop Johnson Hall

- Large room on first floor holds 80-90 people theater-style
- Large room on second floor holds 90-100 people theater-style
- Tables & chairs available on each floor
- Handicap accessible on both floors
- Hospitality kitchen on each floor with microwave, refrigerator with ice maker, multi-burner coffee pot, coffee, teas, & accessories
- Two accessible restrooms
- Light-blocking curtains available for ease of audiovisual equipment use
- Easels w/ markers
- Podium
- TV/VCR/DVD player
- Wired for room-wide sound

Note: The first and second floor of Johnson Hall are not connected via an inside staircase.

Crab Orchard Hall

- Large room on right holds up to 80 people theater-style
- Small, comfortable library holds 10-15 people
- Large porch with rocking chairs
- Access to building is wheelchair-friendly
- Hospitality kitchen with microwave, refrigerator with ice maker, multi-burner coffee pot, coffee, teas, & accessories
- Two restrooms (not wheelchair accessible)
- TV/VCR/DVD player with HDMI

In order to keep your costs low, we allow our guests to arrange the rooms in the way they see fit. We provide access to all tables, chairs, etc. We ask that you refrain from dragging tables and chairs across the floor, and that you return the rooms to the condition in which you found it, with tables and chairs neatly stored in their proper places.

Rates (per floor of Johnson Hall, all of Crab Orchard Hall):

\$150 per day for for-profit or private parties

\$75 per day for non-profit groups, religious groups, etc.

Meals are available for groups of 12 or more and are arranged separately. Meals are eaten in our Dining Hall and are served buffet-style. Meal times are set unless previously negotiated.

Breakfast: \$8 per person, served at 8:00 a.m.

Lunch: \$9 per person, served at Noon

Dinner: \$10 per person, served at 6:00 p.m.

Meeting Snacks \$3.50 per person (bottled water, granola bars, fresh whole fruit, cookies)

YES! Please contact me to arrange for meal planning and separate agreement.

Day Meeting Reservation Agreement

My group has reserved the following meeting space:

- Bishop Johnson Hall 1st Floor** **Crab Orchard Hall**
 Bishop Johnson Hall 2nd Floor

Nature of Group:

- Non-Profit/Religious Private or Corporate

Date(s) of Event: _____

Start Time: _____ End Time: _____

Contact Name: _____
(Please print)

Group/Organization Name: _____

Address: _____

City/State/ZIP: _____

_____ Phone

_____ Email address

Signed

Total Due: _____

Please fill out completely, make yourself a photocopy, and return with rental fee ASAP. Checks can be made out to VCCC and sent to the address below. Meeting space may be released if we do not receive signed agreement and fee within 2 weeks of receipt of this contract.

Liability for Injury to Persons or Property

- a) Lessee agrees to supervise and to assume full control and responsibility for any persons, entities or things other than the Valle Crucis Conference Center personnel or property who/which are, for any reason, on the facility by reason of Lessee's program or use of the facility.
- b) Lessee agrees to defend, indemnify, and hold harmless the Valle Crucis Conference Center and its past, present, and future members, directors, officers, employees, agents, and independent contractors and its and their successors, assigns, and heirs from and against any harm and/or claim made by any third party arising out of or in any way connected with Lessee's actions and/or failure(s) to act in respect of its use of the facility.
- c) For the purpose of this section, "any person" includes but is not limited to Lessee's agents and employees, participants in Lessee's program, and Lessee's visitors.

Valle Crucis Conference Center

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