

Old Murphey School Reservation and Agreement Form

1. Please review all information that pertains to your reservation including complete guidelines for facility use in the SVRC policy and procedures manual. Please visit <http://oldmurpheyschool.org> to view and download a copy. Please email Lori Rhodes at events@sharedvisions.org or call/text 919-656-8179 for pricing.
2. Complete the attached reservation forms, with all required signatures, and send to **Shared Visions Retreat Center, 3717 Murphey School Road, Durham NC, 27705**. Forms may also be scanned and emailed to Lori Rhodes at events@sharedvisions.org. All reservation requests require a handwritten signature.
3. Checks should be made payable to Shared Visions Retreat Center for either 20% of the total contract amount or the full amount. Full amount is due 20 days prior to the date of your event to avoid event cancellation.
4. We will provide a written confirmation of your event via email after completing your reservation. If you have questions call 919-656-8179.
5. A \$300 deposit will be collected with reservations as a guarantee against damages. If there are no issues or related expenses, this deposit will be returned within 7 days of the event.

Space available for use:

Location	Banquet Capacity	Conference Capacity	Standing Capacity
Auditorium	172	172	172
Boardroom	20	20	30
Warming Kitchen	N/A	N/A	N/A

NOTE: Day events are held between 9:00 am- 5:00 pm. Evening events are held between 6:00 pm- 11:00 pm.

Equipment available for use:

Item	Quantity available	Costs
*Sound Systems	1 small / 1 large	\$50 / \$120
Tables- 6 foot folding tables	12	
Folding Chairs- padded	120	
Fixed - white chairs	50	
LCD Projector	1	\$20
Portable Screen	1	\$10

NOTE: All equipment must be requested in writing 30 days before an event.

The Reservation Contract must be signed by a person 18 years of age or older who is authorized to act as the event sponsor. The event sponsor is responsible for any damage or misuse of the facility reserved. When the planned activity is primarily for participants under 18 years of age, the person signing the contract will be responsible for providing 1 adult chaperone per 10 youth. Reservations are taken on a first come, first serve basis. Reservations will be approved based upon availability of space. Some events may require insurance. If your event requires insurance, you will need to provide a current certificate of insurance showing proof of one million dollars of commercial general liability coverage. The certificate should name Shared Visions Retreat Center as an additional insured, and by signing this agreement you are agreeing to hold harmless, defend and indemnify Shared Visions Retreat Center and Foundation. A copy of the Certificate of Insurance needs to be given to the Facilities Manager (Jay Miller) to complete this rental transaction. Your rental fee(s) will be based on the rental fees that are in effect at the time of your reservation. If you make changes to your reservation, you will be assessed the fee(s) in effect at that time.

*The large sound system can only be operated by a pre-qualified list of users we can supply upon request. They will set their own rate for their time involved running the system.

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Client Contact Information: Please Print Have you used SVRC facilities previously? Yes _____ No _____

Primary Contact's Last Name _____ Primary Contact's First Name _____

Name of Organization (if applicable) _____

Phone (H): () _____ Phone (W): () _____

Street Address _____

City _____ State _____ Zip _____

County _____ Email _____

Cell Phone _____ Fax _____

Name of Event _____ Expected attendance _____

Date of Event _____

Time of Event: Set-up Time: _____ Start Time: _____ End Time: _____ Move-out Time _____

Description of the event: _____

Please initial here that you have read and accept the attached Alcohol Guidelines: _____

Please list the rooms and equipment needed for your event:

Location needed	Equipment needed	Amount Due

Sub Total: _____

Grand Total Due: _____

PAYMENT INFORMATION: Place beside blank: CHECK/ MONEY ORDER: _____ CREDIT CARD: VISA _____ MASTERCARD _____

CREDIT CARD PAYMENTS MAY BE MADE THROUGH OUR PAY PAL ACCOUNT. DO NOT INCLUDE CREDIT CARD INFORMATION ON THIS FORM. CARDHOLDER SIGNATURE _____

Department Use Only

Amount paid _____ Check # _____ (circle one) Cash Credit/Debit Card Date received _____

Staff _____ Receipt # _____ Date contract and receipt mailed: _____

Refunds and cancellations

SVRC may cancel a reservation in the case of severe weather conditions, a Town emergency, and/or if all the contract stipulations are not followed. All reservation fees will be returned in full if a situation occurs which is beyond facility or event sponsor control. In order to receive a refund, event sponsors must cancel space in writing at least 21 days prior to the scheduled event. The rental fees (includes room, equipment, etc.) will be refunded minus 10% of the total reservation fee. We will only accept email or walk-in requests for cancellations. Fees are not refunded for rooms, equipment, etc. cancelled less than 21 days in advance.

Trash Disposal and Recycling

Event sponsors are responsible for the proper disposal of all trash immediately following an event. One dumpster is available on site, including recycling bins for sorting trash appropriately. If the amount of trash exceeds the capacity of containers provided by SVRC, event sponsors are required to dispose of trash off site. All event sponsors are expected to leave spaces clean and organized after an event. Cleaning supplies are available on site for your convenience.

Damages and Extra Cleaning

All damages to property must be reported to management immediately. SVRC may invoice an individual, group, or organization to recover costs for damages. A minimum of \$90 will be assessed for events that require SVRC to hire additional staff for cleaning. All event sponsors are expected to leave spaces clean and organized after an event. Cleaning supplies are available on site for your convenience.

Emergency Preparedness and Medical Care

In the event of an emergency (e.g. fire, flood, accidents, injuries) event sponsors should dial 911 immediately. We advise that at least one member of your group be trained in CPR and First Aid. Event sponsors are responsible for contacting any licensed physician, hospital, medical clinic, or emergency medical service organization (collectively, "medical service providers"), on behalf on any participant in activities sponsored by the Event Sponsor. The Event Sponsor is also responsible for knowing in advance whether any activity participant requires special medical accommodations. Without waiving the foregoing, the Event Sponsor hereby authorizes Shared Visions Retreat Center, its employees, volunteers, officers, or agents to obtain medical care from any medical service provider on behalf of any individual participating in an activity sponsored by the Event Sponsor on SVRC property. Jay Miller should also be contacted at 919-616-2190 including any staff located on site.

Alcoholic Beverage Policy

SVRC will not serve alcoholic beverages to guests for any event and is not responsible for the handling, storing, distribution, or selling of mixed drinks, beer, wine, and cordials. Event sponsors may serve alcoholic beverages under the terms and conditions consistent with the applicable laws of the State of North Carolina.

- Alcoholic beverages are served only to adults age 21 or older.
- Alcoholic beverages are served and consumed in the area where the alcohol permit is posted.
- If any event sponsor wants to serve alcohol and charge an admission fee or a fee for alcoholic beverages, the event sponsor shall contact NC ABC Commission to obtain the appropriate permit. This permit must be given to the SVRC management.

Alcoholic Beverage Control Commission, Permit Department, 3322 Garner Road, Raleigh NC, Phone #- 919-779-0700

- Alcoholic beverages are to be served by a licensed, insured alcohol distributor or caterer. If alcohol is not served by a licensed, insured alcohol distributor or caterer, the event sponsor must provide a minimum of \$1 million commercial general liability insurance and a certificate of insurance naming Shared Visions Retreat Center as an additional insured.
- No alcoholic beverages may be brought in to the SVRC facilities, except by the event sponsor or caterer.
- If alcohol is served for more than 1 hour, the event sponsor shall request that Police Department provide a law enforcement officer to monitor the event. The officer will monitor the event during the entire time that the alcohol is consumed. The event sponsor shall pay the per hour fee per officer for the monitoring services. Request must be made at least one week prior to event.
- There is no set time for serving alcoholic beverages during an event. However, if alcohol is not being served in conjunction with a dinner function (either during a reception/social one hour prior to the dinner or during the dinner), the event sponsor must make arrangements to serve heavy hors d' oeuvres (at least two hot hors d' oeuvres) while the alcohol is being consumed.
- If the event sponsor or any event participant fails to abide by these guidelines or if an event interferes with other groups using the Shared Visions Retreat Center due to alcohol consumption, SVRC reserves the right to revoke the permit and terminate the event prior to the scheduled end time, with no refund. If SVRC revokes and terminates an event prior to the scheduled finish time, it may prohibit the event sponsor from renting the facility in the future.

Tobacco, Drugs, and Weapons

Smoking, illegal drugs and other substances, weapons of all kinds except law enforcement officers in the execution of their duties, are prohibited in all of our facilities. Any smoking must take place outdoors in specific marked areas.

Damage to Personal Property

SVRC cannot assume responsibility for personal property and equipment brought on to the premises

Indemnification

In consideration for use of the facility, the group leader ("User") hereby agrees to defend, indemnify and hold harmless Shared Visions Retreat Center its Board, employees, and representatives, from and against any and all liability, loss, damage injury or death arising from acts connected with User's activities while using the facilities, whether same is caused by or arises from the negligence of User or of its participants, members or guests or by failure to perform any terms of this agreement. The Shared Visions Retreat Center director has the authority to ask individuals or the total group to leave the facility when they will not cooperate with the policies of Shared Visions Retreat Center. The Shared Visions Retreat Center director will consult with the leader of the group before this extreme action is taken.

I certify that I have been authorized to act for and to execute this agreement on behalf of the Event Sponsor. The Event Sponsor has read the guidelines on this form and the SVRC facilities manual and agrees to abide by all the Shared Visions Retreat Center guidelines and policies. The Event Sponsor agrees to defend Shared Visions Retreat Center and Foundation, indemnify it and hold it harmless from any and all claims associated with the Event Sponsor's use of SVRC property.

Print Name/Event Sponsor: _____ Signature/Event Sponsor: _____

Date: _____