

# The CORBIN CENTER

FOR TECHNOLOGY & COMMUNITY ACTIVITIES  
operated by the CORBIN BOARD OF EDUCATION  
222 Corbin Center Drive – Corbin, KY 40701 – 606.261.7739

## CONTRACT FOR SERVICES

EVENT DATE	
SPACE	
TIME FRAME	

This contract for services is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between The Corbin Center for Technology and Community Activities, and \_\_\_\_\_ (hereinafter referred to as "Lessee"). For and in consideration of the mutual covenants and obligations contained herein The Corbin Center for Technology and Community Activities and Lessee agree as follows:

Business/Organization:	# Estimate Attendees:
Contact Name:	Phone:
Email Address	
Mailing Address	

Organization/Individual responsible for payment (If different from group/lessee rep. \_\_\_\_\_)

The following is an estimated itemization of the total charges for your event. Utilizing additional space, additional staff time, a larger number of participants, audio/visual equipment, and adding dates to previously scheduled dates, etc. will increase the final cost.

### RENTAL SPACE (RENTAL PERIOD IS 8 CONSECUTIVE HOURS: ADDITIONAL HOURS CAN BE PURCHASED @ \$40/HOUR)

<input type="checkbox"/> Full MPR (\$500)	<input type="checkbox"/> 1/4 MPR (\$175)	<input type="checkbox"/> 101/Board Room (\$75)	<input checked="" type="checkbox"/> 106 (\$150)	<input type="checkbox"/> 109 (\$150)
<input type="checkbox"/> Half MPR (\$250)	<input type="checkbox"/> 100/Glassroom (\$175)	<input type="checkbox"/> 105 (\$150)	<input type="checkbox"/> 107 (\$125)	<input type="checkbox"/> Full Facility (\$1,400)

### ADD-ON SERVICES

<input type="checkbox"/> Kitchen (\$50)	<input type="checkbox"/> TVs in Lobby (customer must provide jpegs for slide show, no sound) - (\$10)			
<input type="checkbox"/> Projector/Laptop (\$50)	<input type="checkbox"/> Stage (set up fee - \$30)	<input type="checkbox"/> Black Photo Backdrop (\$15)	<input type="checkbox"/> Additional Hours x \$40/hour	
<input type="checkbox"/> Sound System (\$25)	<input type="checkbox"/> Dry Erase Easel (N/C)	Podium <input type="checkbox"/> Small <input type="checkbox"/> Large (N/C)	<input type="checkbox"/> Other:	

### BEVERAGE SERVICE (Pepsi Products - cans and bottled water)

<input type="checkbox"/> Coffee - \$1.25/person	<input type="checkbox"/> Coffee & Water - \$1.50/person	<input type="checkbox"/> Coffee, Water & Soft Drinks - \$2.00/person
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Please understand that unless you have rented the entire facility, there may be other events in the building during your event. We will make every attempt to alleviate any noise issues, but cannot guarantee that minor noise issues will not occur.

### NOTES

DATE PAID	AMOUNT	TYPE	TOTAL DUE	\$
		<input type="checkbox"/> cash <input type="checkbox"/> check/MO# _____	PAYMENT	BALANCE
		<input type="checkbox"/> cash <input type="checkbox"/> check/MO# _____	PAYMENT	BALANCE

I, \_\_\_\_\_, have received a copy of the following documents that pertain to renting space at the Corbin Center for Technology & Community Activities.

Contract with event details  Rental Guidelines  Center Policies  Business License Memo, if applicable

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corbin Center Representative

\_\_\_\_\_  
Corbin Center Director

# The CORBIN CENTER

FOR TECHNOLOGY & COMMUNITY ACTIVITIES

## CENTER POLICIES

### PAYMENT SCHEDULE

Lessee is required to pay a **non-refundable deposit**. This deposit must be in the amount of ½ the total of the rental fee upon confirmation of reservation. The balance will be due 10 business days prior to the event date, unless prior approval has been made through the Corbin Center Director. If there are additional expenses incurred (see following paragraphs), the balance will be invoiced following the date of the event. Checks should be made payable to Corbin Center. If mailing, address to Corbin Center, 222 Corbin Center Drive, Corbin, KY 40701. ATTN: Susie Hart

### USE OF PREMISES

Lessee will use and occupy the premises for the purpose(s) stated in the Contract and for no other purpose without first obtaining the written consent of the Corbin Center for Technology and Community Activities. Lessee will conform to and comply with all of the Corbin Center for Technology and Community Activities rules and regulations and comply with applicable municipal, county, state and federal ordinances, laws, rules and regulations in using the premises. Lessee will not use the premises so as to create any nuisance, or in such a manner as may tend to increase the risk of fire or rate of liability insurance on the premises.

### RELEASE

The Lessee hereby agrees, covenants, and guarantees that the Corbin Center for Technology and Community Activities, the Corbin Independent School District, Corbin Board of Education, and the City of Corbin, Kentucky their assigns, servants, employees, agents, members, officials, and officers are hereby released and discharged in all ways from any and all claims, demands, liabilities, and causes of action for any injuries, losses and damages of any kind or nature whatsoever arising directly or indirectly from the use of the premises and/or equipment.

### INDEMNIFICATION

The Lessee hereby agrees, covenants, and guarantees that it hereby shall indemnify and save harmless the Corbin Center for Technology and Community Activities, the Corbin Independent School District, Corbin Board of Education, and the City of Corbin, Kentucky their assigns, servants, employees, agents, members, officials, and officers from any and all claims, demands, liabilities, and causes of action for damages of any kind or nature whatsoever arising directly or indirectly from the use of the premises and/or equipment.

### INSURANCE

The lessee shall obtain and maintain in force, public liability insurance, insuring against claims for bodily injury, wrongful death, or property damage occurring upon, in, or about the premises, with minimum limits of \$ \_\_\_\_\_, with the Corbin Center for Technology and Community Activities, the Corbin Independent School District, Corbin Board of Education, and the City of Corbin, Kentucky to appear on said policy of insurance as an additional insured, and said insurance policy and carrier shall be acceptable to the Corbin Center for Technology and Community Activities. Further, prior to use of the premises by Lessee, Lessee shall provide to the Corbin Center for Technology and Community Activities with a certificate of insurance in compliance hereof.

### OFF CAMPUS CATERER LICENSE AND INSURANCE

All off campus caterers must provide the Corbin Center for Technology and Community Activities a copy of a valid catering license and shall obtain and maintain in force, public liability insurance, insuring against claims for bodily injury, wrongful death, or property damage occurring upon, in, or about the premises, with minimum limits of \$ \_\_\_\_\_, with the Corbin Center for Technology and Community Activities, the Corbin Independent School District, Corbin Board of Education, and the City of Corbin, Kentucky to appear on said policy of insurance as an additional insured, and said insurance policy and carrier shall be acceptable to the Corbin Center for Technology and Community Activities. Further, the caterer shall provide to the Corbin Center for Technology and Community Activities with a certificate of insurance in compliance hereof.

### CENTER POLICIES & PROCEDURES

In the event there is failure to make payments as agreed under this contract, the responsible party does hereby promise and agree to pay the Corbin Center for Technology and Community Activities its reasonable attorneys' fees, court costs and all other expenses incurred in collecting or attempting to collect the obligations hereunder. For out-of-state clients, the laws of the Commonwealth of Kentucky shall govern this agreement and the parties do hereby consent to the jurisdiction of the Whitley District and/or Whitley Circuit Court(s) in all matters related to its interpretation and enforcement. the Corbin Center for Technology and Community Activities Office strives to make every function a successful one. We understand during the planning stage that participant numbers and slight changes will likely occur. However, to better serve our clients and to fully accommodate your functions needs and expectations **THE CORBIN CENTER FOR TECHNOLOGY AND COMMUNITY ACTIVITIES OFFICE MUST RECEIVE YOUR SIGNED CONTRACT, ROOM ARRANGEMENTS AND OTHER NEEDS TEN DAYS PRIOR TO YOUR EVENT.** If you must cancel your event for any reason, please let us know at least ten full business days before the schedule dates. The original deposit is non-refundable as stated in the first paragraph of this page. Failure to notify our office of cancellation, will result in a 50% cancellation fee of the rental fee if full payment has been made. It is imperative that we receive the signed contract/confirmation letter from you so we can finalize our reservation procedures for your event. An additional copy is provided for your records. Again, thank you for choosing The Corbin Center for Technology and Community Activities for your upcoming event. Feel free to contact us for any further assistance.

# The CORBIN CENTER

FOR TECHNOLOGY & COMMUNITY ACTIVITIES

## RENTAL GUIDELINES

*We are glad to have your event at The Corbin Center!*

Please read and adhere to the Policies and Procedures outlined in this document

**Smoking (including e-cigs and vapor) and any use of tobacco is not permitted inside the building. An outside smoking area is designated 25 feet away from the doors near the vending machines in the lobby area. The front patio is a non-smoking area outside.**

No portion of any passageway or exit way shall be locked, blocked, or bolted while the facility is in use. Interior and exterior doors may not be blocked in any manner due to fire codes; firefighting and emergency equipment (including emergency exit signs) may not be hidden or obstructed.

Tables and chairs may be moved by the customer to best accommodate your event, however, the portable walls in room 103 may be moved by the Corbin Center staff only.

Please **DO NOT** use non-removable tape, Command Strips, tacks or pins on the painted walls. Post-It Paper, and Painter's Tape are permitted on painted and portable walls.

Non-removable adhesive materials, or any item that would pierce or damage the surface or sides of the tables may not be used.

Candles are permitted providing they are in candle holders on a table covering. All other open flames are prohibited.

The use of propane tanks inside of the building is not permitted. The use, display, or storage of flammable liquids, including LPG gas, is prohibited except as provided by local and state regulations.

**Fog machines of any type are NOT permitted inside the facility.** If used, the steam/fog will get in the ventilation system and trigger the fire alarm. Once the fire alarm is triggered, the building must be evacuated and the fire department will close the event. It takes 12-18 hours to clear the building ventilation system of the 'fog' so the fire alarm can be reset. No refunds will be given if this happens.

Glitter in any form, especially loose glitter, is not permitted inside of the building. Use of confetti is permitted but you are responsible for cleaning it up off the floors prior to your departure, or pay an additional \$50-\$100 clean-up fee.

Any items brought in to The Corbin Center by lessee or authorized person of lessee should be removed by the conclusion of the usage period. The Corbin Center is not responsible for any items left after the rental period has ended.

Please throw all of your trash away in the cans provided. The Corbin Center staff is responsible for emptying trash and basic clean up following your event. However, any excessive cleaning as deemed necessary by The Corbin Center is subject to an additional clean-up charge no less than \$50 and not to exceed \$150.

The lessee must leave the facility in the same condition that it was upon arrival. All damages to The Corbin Center property or equipment shall be the financial responsibility of the individual/lessee/organization who has rented the facility.

**The Lessee/Individual/Organization is responsible for the conduct of its representatives, members and guests.**

No parking in fire lanes, service roads, loading dock area, or any other location posted "No Parking". Please be aware that there is a street (Corbin Center Drive) in front of the building..to insure your safety, please look both ways before crossing into the parking lot.

Inclement weather does not constitute a refund of any portion of the rental fee.

The Lobby is a common area for all customers, it is not a play area for children at your event. Children 15 and under shall be accompanied by an adult while in the facility.

**Please understand that unless you have rented the entire facility, there may be other events in the building during your event. We will make every attempt to alleviate any noise issues, but cannot guarantee that minor noise issues will not occur. The party causing the noise issue may be asked to leave if they fail to comply with requests to quiet their event.**