



Contact Information

Applicant/Organization: _____

Mailing Address: _____

City, State, Zip: _____

Event Contact if different from above

Name: _____

Email Address: _____

Tribal Affiliation: _____

Phone: _____

Fax: _____

Billing Contact if different from above

Name: _____

Email: _____

Address: _____

Phone: _____

Fax: _____

Event Information

Event Title: _____

Event Description: _____

Event Date (s): _____

Start Time: _____ End Time: _____

Room Access Time: _____

Are you a direct customer of AMERIND Risk?

Yes, Policy #: _____

No

Room Rental:

Plaza Room \$250 per day Mon – Fri
(Training Center Holds Up to 60 people)

Santa Ana Room \$150 per day Mon – Fri
(Conference Room Holds Up to 18 people)

For Office Use Only

Room Rental Fee Waived:

Yes No, Charge \$ _____

Set-up Fee Waived:

Yes No, Charge \$ _____

AV Equipment Fee Waived:

Yes No, Charge \$ _____


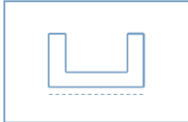
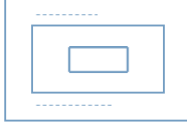
Additional Fee Waived:

_____ Yes No, Charge \$ _____

_____ Yes No, Charge \$ _____

Reviewed By: _____

Set Up Rates		
Event Type	Room Set-Up Rates	Estimated Guests
Meeting/Lecture/Workshop	<input type="checkbox"/> Classroom (complimentary) <input type="checkbox"/> U-Shaped (\$100) <input type="checkbox"/> Hollow Square (\$100) <input type="checkbox"/> Other (\$100) _____	<input type="text"/>
Job Fair/Meet and Greet	<input type="checkbox"/> Classroom (complimentary) <input type="checkbox"/> U-Shaped (\$100) <input type="checkbox"/> Hollow Square (\$100) <input type="checkbox"/> Other (\$100) _____	<input type="text"/>
Extra tables needed?	<input type="checkbox"/> Yes, How many? _____	<input type="checkbox"/> No

Review the available seating configurations below			
Classroom	U-Shaped	Hollow Square	Other (Please Specify)
			

Audio-Visual Equipment Rates		
Quantity	Item	Fee (per day)
<input type="text"/>	Screen Wall	\$50.00
<input type="text"/>	Laptop	\$40.00
<input type="text"/>	Microphone	\$25.00
<input type="text"/>	Flip Chart with Easel Board and Markers	\$20.00
<input type="text"/>	Copies- Color	\$0.10 per page
<input type="text"/>	Copies- Black	\$0.05 per page

Additional Information	
<input type="text"/>	Will you need to set up a day prior to the event?
<input type="text"/>	Will you need to use the kitchen? \$100 per day
<input type="text"/>	Will you need coffee? \$25.00 per pot, makes 60 cups, creamer, sugar, and cups included.
Additional Comments and/or Requests:	

Facility Usage Terms & Conditions

Agreement: This application sets forth the terms and conditions of an agreement for facility rental between the applicant/organization and AMERIND Risk which are effective for the term commencing on the date signed. The undersigned hereby represents that they are authorized to execute this on behalf of the applicant/organization and is in full agreement with the terms and conditions. From the day the application is emailed/faxed or mailed, you will have five (5) business days to complete the form to secure your meeting. A deposit of half of the total cost is required upon the application. The remaining balance will be due at the end of your meeting, accompanied by any additional costs that may occur during your event, (i.e. copies, AV equipment, etc.). If you do not return the application and down payment within the 5 business days, you will lose your rental date.

Payment and Contact Information. For additional questions or arrangements, please contact the AMERIND Receptionist of Administrative Assistant at (505) 404-5000, or via E-mail at Plaza@AMERINDRisk.org

Facility Rental Hours. The AMERIND Plaza Room and Santa Ana Room are available for rent Monday through Friday from **7:30 am to 4:00 pm**. Please note that the facility is not available for rent on major holidays or on dates when the AMERIND offices are closed.

Cancellation. Applicant/organization has the right to cancel this agreement for any reason upon written notification, which should be addressed by the AMERIND Corporate Communications Team. Refunds will be provided as follow:

- If cancellation occurs up to seven (7) calendar days prior to the event = AMERIND WILL REFUND 100% of payments.
- If cancellation occurs after the seven (7) day deadline = AMERIND will pro-rate the refund. Please call the AMERIND Corporate Communications Team who will calculate the pro-rated refund based on your cancellation date.

Facility Fees. Fees will be charged for any organization that is not a direct customer of AMERIND Risk.

- 1) Room setup fee waived for named insureds using the facility (annual basis) with the following:
 - a. 8 hours use for policy valued between \$5,000 to \$10,000;
 - b. 16 hours use for policy valued between \$10,001 to \$25,000;
 - c. 24 hours use for policy valued between \$25,001 to \$50,000;
 - d. 40 hours use for policy valued over \$50,001.
- 2) AV fees waived for named insureds using the facility (annual basis) with the following:
 - a. 8 hours use for policy valued between \$5,000 to \$10,000;
 - b. 16 hours use for policy valued between \$10,001 to \$25,000;
 - c. 24 hours use for policy valued between \$25,001 to 50,000;
 - d. 40 hours use for policy valued over \$50,001.

The tribe/housing customer must be present at the time of the meeting in order to receive the room at the rates provided above. If he/she does not show, AMERIND will issue a bill for the facility at the end of the meeting.

Equipment and Other Fees. AMERIND provides a complete line of audio-visual rental equipment, as well as ancillary services available for the applicant/organization. Rates and charges for these services are listed on the Facility Rental Application. It is the user's responsibility to return the facility to the original condition. Chairs, tables, and any equipment are not to be removed from the facility. Fee(s) will be charged for any additional equipment requested (i.e., audio visual). Rental equipment from a third party must be removed from the facility by the end of the event.

Room Set-Up. The AMERIND Plaza Room is currently set up in a "classroom" style and the Santa Ana Room has a permanent conference table. It is the responsibility of the applicant/organization to submit all room set-up requirements for approval when application is submitted. Revisions to the room set up can be made up to three days prior to your event. Additional fees may apply to the room set up as stated in on page 2.

Loss or Damage to Facility or Equipment. The AMERIND Corporate Communications Team will conduct a pre-event walk-through of the facility with applicant/organization and will go over damages and clean-up. If there are damages to the facility or equipment during the rental period, it will be noted at the conclusion of the event by the AMERIND representative. Damages include thumb tack holes, nail holes, and adhesive residue, as well as damages to building, furniture, and equipment caused by anyone associated with the event. In the event that damages occur, the applicant/organization will be invoiced for the full amount of assessed damages.

Food and Beverage. Kitchen facilities are available to serve food and beverages. Applicant/organization must provide their own cooking/utensils, (i.e., plates, napkins, cups, etc.) Meeting and kitchen facilities must be left in a clean and orderly condition. All unused food and beverage must be disposed of properly.

Alcohol, Drugs and Smoking Policy. Smoking is prohibited inside the building. Please inquire about designated exterior smoking areas. Illegal substances are not permitted on the premises. Alcoholic beverages may not be served or consumed on AMERIND property.

Security. Applicant/organization is solely responsible to maintain an orderly event and to provide appropriate security in relation to the nature/size of the event. The applicant/organization's signed obligation, AMERIND reserves the right to specify security measures to be taken when warranted. All costs and expenses of security measures shall be paid for by the applicant/organization. **For emergencies, dial 911 or the Santa Ana Police at (505) 891-7226.**

Liability. AMERIND assumes no responsibility or liability for accidents, injury, or loss of personal property belonging to participants.

Signature: _____

Date: _____