



**THE LEADERSHIP CENTER**  
 2211 Q Street, Aurora, NE 68818-1304  
 Phone: 402-694-3934 Fax: 402-694-6116  
 E-mail: [executivedirector@tlcaurora.org](mailto:executivedirector@tlcaurora.org)  
 Webpage: [www.tlcaurora.org](http://www.tlcaurora.org)

**FACILITY RESERVATION FORM**

This form reserves Your Event Date and sets specific deadlines.

**CONTACT INFORMATION**

Organization: Henderson State Bank Employee Christmas Party      DATE: November 29, 2022  
 Address: PO Box 605, Henderson, NE 68371      Contact: Deanna Steingard  
 Email: [dsteingard@hendersonstatebank.com](mailto:dsteingard@hendersonstatebank.com)      Telephone: 402-723-4441

Organization Type: Business Conference – Family Reunion – Church Retreat –  
 Civic Organization – School – Other Christmas Party  
 Sales Tax Exempt (Y or N):      **If, yes attach a Form 13 Exemption Certificate to this form.**

**CONFERENCE INFORMATION**

Event Dates: Arrival Date: November, Friday 17<sup>th</sup>, 2023      Time: 6:00 p.m.  
 Departure Date: November, Friday 17<sup>th</sup>, 2022      Time: 10:00 p.m.

PROJECTED NUMBER OF ATTENDEE’S:      70-90  
 (Space is initially reserved based on this number, please be as accurate as possible.)

**SERVICES TO BE PROVIDED:**

The Leadership Center to provide all lodging, all meals and meeting areas set up for your group during the term of your conference. Additional meeting space is available for an additional charge. Your group will also have use of the common areas: pool, gym, and outdoor areas for your recreational needs.

This form is a **DATE RESERVATION FORM ONLY**. The Leadership Center does every thing in our power to control our rates, however package rates that include food cannot be guaranteed in the future. The enclosed Information Sheet shows the current rates to help you with your planning. However, the Rates for Your Event are not set until 130 days prior to your event, when the contract is actually issued.

**DEADLINES**

**Facility Reservation Form: Must be returned within 10 days, with a deposit \$250.00. All deposits are non-refundable and non-transferable, but do count towards the final invoice of this event.**

**Contract Issue:**130 days prior to event. Until contract is signed you may cancel this event subject only to the loss of the reservation deposit. You must return the signed contract within 10 days, of receipt.

**15 DAYS PRIOR TO EVENT:** Confirmed number of attendee’s is due for meals and lodging.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name

Deposit: \$ \_\_\_\_\_

**ORIGINAL – SIGN AND RETURN**



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Signature

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Date Signed

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Printed Name

Deposit: \$ \_\_\_\_\_

**COPY - KEEP FOR YOUR RECORDS.**