THE LEADERSHIP CENTER
2211 Q Street, Aurora, NE 68818-1304
Phone: 402-694-3934 Fax: 402-694-6116
E-mail: executivedirector@tlcaurora.org
Webpage: www.tlcaurora.org

CONTRACT FOR SERVICES

DATE: August 12, 2022

CONTRACTING GROUP: **Women's GI E-Free Church Women's Retreat**
CONTACT: Christina Boersen **TELEPHONE: 308-754-8034**
ADDRESS: GI Free Church, 2609 S Blaine Street, Grand Island, NE 68801
EMAIL: cboersen@hotmail.com

EVENT DATES: ARRIVAL: Friday, March 24, 2023 **DEPARTURE: Saturday, March 25, 2023**
TIME:
NUMBER OF ATTENDING: (60-75) ***(final count due 7 days before event: final count is the number you will be billed for unless the number is higher; then your organization will be charged accordingly)***

EVENT PACKAGE INCLUDES:

LODGING: KWL then TWL.
MEALS: Friday Supper @ 6:30 p.m.; Saturday Breakfast at 8, Lunch at Noon *(times can be adjusted up to 7 days before event.)*
REFRESHMENTS: Beverage station on entire time.
GATHERING ROOM: Lakeside
SET-UP: Rounds with chairs, screen, presenter's table, power strip and extension cord, check-in table in the lobby.
ADDITIONAL: Projectors are available for rent for $35 per projector and the sound system is available for $125.

FINANCIAL: **Event deposit: $125.00** **Meeting Room: $125.00**
PLEASE SUBMIT A FORM 13 FOR SALES TAX EXEMPT PRICING. *If one is not received before event, group will be billed sales tax. Thank you.*
***Due to increased costs; we have had to adjust the following policy. Children 3 and under eat free. Children 5 & under still stay free.*

Pricing per person, includes (3) meals and amenities. Also priced are your lodging options for () nights. Lodging is in addition to your event package.

Event Package Price: $64.70 **(prices do not include sales tax).**

Lodging Options: **Single (1 person): $86.00 per room per night.**
Multiple (2-4 people): $100.00 per room per night.

Commuter: Friday: $ 29.05 per person ; Saturday: $35.65 per person

^*Commuter rates are for anyone attending your event but not staying with us. This rate covers meals, refreshments and amenities for that specific day.*

Final Balance will be due no later than the conclusion of your event. Final Invoice can be ready at the conclusion of your event if prior arrangements are made. A 10% finance charge will be assessed on all past due invoices and charged 10% on the balance, monthly thereafter; late fees will not be waived. All deposits are neither refundable nor transferable, but do count towards final event invoice.

DAMAGE DEPOSIT:
A credit card number will be required at check-in. This number will be kept on file until after your group checks out and inspection for damage from your group has been made. If damages occur, charges will be made to the invoice for your group; only failure to pay the damages included on the invoice will result in charges applied to your credit card held for this reason. Credit card information will not be kept on file longer than necessary.

Liability & Hold Harmless:
The Group shall indemnify, defend and hold harmless The Leadership Center and its officers and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorneys' fees (collectively "Claims") arising out of or caused by the Group's or its members negligence in connection with the use of The Leadership Center facilities. The Group shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such Claims.

Minimum Numbers:
The Leadership Center serves groups of all sizes. For meal service, a minimum of 10 people served per meal is required. If serving less, you will be charged for 10 meals per meal served unless previous arrangements are made or special accommodation is made and noted. There are not minimums for refreshments, meeting space, etc.

Group Financial Agent Initial and Date: _____

Nebraska Food Code:
Though outside food is allowed in your meeting and lodging area, food that is temperature controlled cannot be brought in as mandated by Nebraska Food Code nor can we provide you a refrigerator or storage of outside food of any kind. This includes coffee pots, crock pots, ice cream, delivery pizza, grilling or BBQ, etc. Anything that needs to be heated, cooled or frozen may not be brought in. The Leadership Center staff has been instructed to dispose of any food in violation. All food served by The Leadership Center will be set-up and removed by The Leadership Center. This policy is not to be a difficulty to our guests, but to ensure the safety of our guests and our ability to continue serving our guests the best way possible.

Alcohol:
Liquor is allowed in meeting or lodge area. It cannot be served, sold or consumed in any common spaces including the lobby, dining area, swimming pool, or outdoor area, etc. The Contracting Group accepts full responsibility to follow any and all laws regarding liquor and are responsible for any and all damages, harm, accidents, etc. caused due to liquor they served or consumed during their time at The Leadership Center. Special Events (i.e. banquets, weddings, receptions, etc.): If your event has an open bar, the group must provide a certificate of insurance listing The Leadership Center as a holder and have at least $1,000,000.00 in coverage for an event serving liquor or obtain a special event insurance policy. Proof of such insurance must be given to The Leadership Center before event is held. If liquor is to be sold during event, a license or licensed provider must be obtained by Contracting Group and The Leadership Center must be notified and provided proof no later than 30 days before event. All events serving liquor, contracting group is responsible to clear all liquor and refuse resulting from bar. Failure to do so will result in additional cleaning fees of $75.00 per hour. Alcohol is not for sale on The Leadership Center property nor can the staff of The Leadership Center sell, serve or handle liquor.

Smoke Free & Pet Free Facility:
The Leadership Center is a smoke free (including vapor/e-cigarettes) & pet free facility. Smoking is strictly prohibited in any meeting room, lodge room, dorm/cabin or indoor facility. The only animals allowed are working animals that are properly documented.

Swimming Pool & Pond:
The Leadership Center does have a swimming pool available to our guests. We do not provide lifeguards. The Contracting Group must provide adult supervision for all swimmers 16 years old or younger. The Contracting Group agrees to follow all posted rules. The Leadership Center also has a pond and provides life jackets and paddleboats/kayaks/canoes. Contracting group agrees to ensure life jackets will be worn by all participants and that all participants 16 years old or younger will be supervised by an adult. The Contracting Group accepts responsibility for any and all damages, harm, accidents, etc. that may occur while in the pool or pond areas.

Fitness Center:
The Leadership Center does have a Fitness Center available to our guests, 18 years and older. Individuals under 18 years old are not permitted. An access code can be purchased by interested individuals at the business office or by contacting the Manager on Duty. Any individual that purchases an access code agrees to follow all posted rules and to not share their access code with others. *Unauthorized access will be considered trespassing and charged accordingly.* Individuals who use the fitness center accept responsibility for any and all damages, harm, accidents, etc. that may occur while using the fitness equipment or being in the fitness center. Fitness Center is not available to family reunions at this time.

Bonfire Area:
Contracting Group will ensure that all participants 16 years old and younger are supervised by an adult while using bonfire area at The Leadership Center. They ensure that there will be no careless or reckless behavior during bonfire. Liquor is not allowed outside on the grounds or in the bonfire area at any time. The Contracting Group accepts responsibility for any and all damages, harm, accidents, etc. that may occur while in the bonfire area. Groups must reserve Bonfire Area with Business Office before use.

Event Deposits:
All deposits made on events are neither refundable nor transferable but are counted towards final invoice of this event.

Covid-19:

The Contracting Group understands by signing this contract, the Contracting Group acknowledges the risk of possible Covid-19 transmission/exposure. The Contracting Group accepts all liability for any activities their guests partake in while at The Leadership Center. The Contracting Group also understands that by entering The Leadership Center for an event or services, their guests acknowledge and assume the risk and dangers of illness, disease, medical complications, injury or death caused by or related to Covid-19 or any other activities they partake in while at The Leadership Center.

****In case of event having to be postponed due to Covid-19:* If event must be postponed due to inclement weather, your group will be given 21 days to pick another date within 6 months of the original scheduled event. The event must be the same Contract Value or of greater Contract Value as the original event. If an event cannot be rescheduled, the group will be held to the terms of the original contract.**

CANCELLATION TERMS:
This event may be cancelled by the Contracting Group. If cancelled no less than 15 days before the event, the Contracting Group is responsible for one-half of the Full Contract Value less the Event deposit. Contract Value is the Number Attending listed on the contract multiplied by the Single Per Person rate. If the event is canceled 15 days or less before the event by the Contracting Group, the Contracting Group is responsible for the Full Contract Value less the Event Deposit.

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Invoices are created to the Contracting Group; the contact for the group is responsible for payment of the invoice. THE LEADERSHIP CENTER will not accept individual payments from guests unless arrangements have been made prior to the event.

We have read and agree to the terms of this contract. This contract is binding when signed and returned to The Leadership Center. Sign and return with deposit within 10 days of receipt.

Group Financial Agent:_____ **Date:_____**

TLC Agent: Maile Ilac Boeder, Executive Director

ORIGINAL – RETURN TO TLC

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Group Financial Agent:_____ Date:_____

TLC Agent: Maile Ilac Boeder, Executive Director

COPY – KEEP FOR YOUR RECORDS