Village Conference Center Reservation Form

Please return as soon as possible to Leah Doughty, 8365 N. Fresno, Suite 150, Fresno, CA 93720

POLICIES:

1. Proof of liability insurance that shows a minimum of $1,000,000 in coverage must be provided prior to use. Lance-Kashian & Co. and River Park Properties III shall be listed as additional insured. Please attach a copy with the return of this document.
2. Food must be provided by the user. Beverages (soft drinks) will be charged based on usage.
   a. $1/bottle of water & $0.50/soda.
3. No materials may be stored in the conference room prior to the event or after the event has ended. There is no other storage available.
4. Group size shall be limited to a maximum of 50 people or based on set-up arrangement.
5. A 72-hour advance notice of cancellation must be given.
6. Room setup and equipment requirements must be turned in one week prior to using the room.
7. The room must be left in a clean and orderly condition
8. All additional equipment must be checked out by the responsible party who is renting the room. That individual must be trained on using the equipment and must return & check-in the equipment. Training should be scheduled with Lance-Kashian & Company prior to using the room
9. All phone charges will be the responsibility of the organization using the room. Please arrange to use a personal or company calling card for long distance calls. Incoming calls may be made to the room at 559-447-0215.
10. Access to the conference room will be given by a Lance-Kashian & Company representative one hour prior to the event. The room must be vacated one half hour after the event.

RENTAL COSTS:

Please see attached for fee schedule. Tenants of the Village Courtyard East will NOT be charged a rental fee. Payments for the rental of the conference room shall be due ten (10) days after the use of the room.

Dates Requested	Starting Time	Ending Time	Group Size	Rental Fee	Additional Costs	Total Cost

EQUIPMENT NEEDED:	☐ **Microphone** ☐ **Podium** ☐ **Overhead projector** ☐ **Laptop hook-up to projector and screen**	☐ **Satellite TV** ☐ **VCR** ☐ **Internet Connection** ☐ **Video Conferencing** **Laptop make/model:** _____	☐ **DVD** ☐ **Teleconferencing**
SEATING ARRANGEMENT NEEDED: *(all #'s are maximums)*	☐ **Sm. Boardroom (16)** ☐ **Classroom (30)** ☐ **Video Conferencing** (arrangement determined based on group size)	☐ **Lg. Boardroom (28) "Open Square"** ☐ **Presentation (50)**	

Name of Organization: _____

Billing Address: _____

Contact Name / Phone Number: _____

_____ _____

Lance-Kashian & Company Date User Date

Created on 2/5/04