

**Dublin Entrepreneurial Center (DEC)
Space Reservation Application and Agreement**

Welcome! The City of Dublin (the "City") looks forward to serving you (the "Renter") and your attendees at the Dublin Entrepreneurial Center. All persons that desire to reserve the DEC training room, conference rooms and/or commons area must submit this completed Application & Agreement form. By signing the Agreement, the Renter acknowledges that the Renter is responsible for adhering to all rules and regulations.

1. FACILITY

Please circle the room(s) you are interested in reserving:

4th floor Training Room
(Furnished, Capacity: 35)

4th Floor Conference Room
(Furnished, Capacity: 9)

4th floor Commons Area
(Furnished, Capacity: 75)

Lobby/Atrium
(Capacity: 50)

Lobby Private Room
(Capacity: 20)

Outdoor Patio
(Capacity: 75)

2nd floor Conference Room
(Furnished, Capacity: 8)

Please state the maximum expected attendance: _____

It is unlawful to exceed the maximum capacity limits. If you exceed the capacity limits throughout your event, guests will be asked to exit the room.

Event Name: _____

Event Day of Week, Date & Beginning & Ending Time: _____

Sponsoring Organization: _____

Address, Phone, Email: _____

Brief description of event/class and speaker: _____

Event cost (if charging for attendance): _____

How will your attendees RSVP: _____

Are you hosting a series of related events? Yes No

If Yes, attach all event titles, descriptions, attendance cost, dates/times to this application.

2. CATERING / KITCHENETTE USE

The City of Dublin is not responsible for providing food, beverage and/or refreshments for renter’s event/class. Kitchenette use is limited to staging – no cooking is permitted. Kitchen utensils, cleaning products, dishware and coffee makers are NOT provided by the DEC. Due to space limitations, storage of items outside your rental hours cannot be accommodated. Renter is required to clean the kitchen, and pass an inspection checklist. Youth ages 16 and under are not permitted in the kitchen.

Have you hired a caterer that will remain onsite and/or use the kitchen? Yes No

Caterer’s name & phone: _____

List (or attach) food/beverages to be served: _____

3. ALCOHOL POLICY

Will you be serving alcohol at your event? Yes No **Renter initials** _____
[Beer & Wine only]

- Beer and wine must be served by a licensed caterer. Cash bars are not permitted unless the proper permits and prior approval have been obtained.
- Alcohol consumption is limited to the confines of the DEC building, and must comply with State of Ohio liquor laws.

Additional proof of insurance may be required (see “Insurance Coverage” section). The City of Dublin and the building owner (7001 Post Road LLC) are not liable, and Renter agrees to indemnify the City and the building owner for any and all injuries to guests resulting from negligence or otherwise where alcohol is involved.

4. SET UP AND CLEAN UP

Set-up and clean-up are the responsibility of the Renter, and must be accounted for within the contracted rental times. Please note the following guidelines:

- Tables and chairs are only provided in 3 of the rentable areas: the 2nd and 4th floor conference rooms and 4th floor training room.
- All tables, chairs and equipment must be returned to the room’s original configuration.
- Table linens are NOT provided by the City of Dublin.
- Decorations may NOT be attached to the walls, windows, doors, tables, chairs or light fixtures.
- Tape, push pins, confetti, glitter are prohibited on painted walls.
- All candles must be surrounded by glass. No open flames are permitted.
- The Renter is responsible for clearing tables and floor of trash and personal belongings. Recycling bins are provided in the kitchen area. All trash bags should be sealed and placed outside the kitchenette areas for evening disposal by the facility’s cleaning crew.

5. INTERNET ACCESS / AV NEEDS

Will you need internet access (access is wireless)? Yes No **Renter initials** _____
Wireless services in the DEC provided by High Speed Air, Airwirz

The DEC reserved rooms can be equipped with a portable projection screen, tabletop podium and microphone at no additional charge. Wireless internet access is also available to the Renter at no additional charge. Renter will provide any audio-visual equipment, extension cords, projector, computer and associated equipment.

Equipment Requested: Projection Screen Podium & microphone

IMPORTANT: The City CANNOT guarantee compatibility with all computer manufacturers, operating systems and software applications. On-site diagnosis, technical support, extension cords and network cables/cards are NOT provided. Renters are encouraged to test configurations early if necessary.

6. INSURANCE COVERAGE

Depending on the risk classification of the event, the Renter may be required to obtain appropriate insurance. If the City requires insurance for the event, the Renter will be asked to provide proof of liability satisfying the City's lease requirements and Law Director's Office. Any insurance coverage must include coverage for alcohol-related incidents (see "Alcohol" section) and indemnify, protect, defend and hold the City from any liability resulting from the serving of alcohol.

Insurance Required: (to be filled out by staff) Yes No **Staff initials** _____

7. VENDORS

All vendors, of any type, must be approved by the City of Dublin and abide by the City policies. The City, its agents and employees have final authority regarding any aspect of vendors' privileges on the premises.

8. SOCIAL MEDIA MARKETING OF YOUR EVENT

Would you like your event publicized through social media before and/or after your event through the following resources (circle all that apply):

Twitter Facebook LinkedIn

Do you have a PowerPoint or handouts for this event? Yes No
Would you like your slides posted to our SlideShare before or after your class? Yes No
Will you have photos or video clips after your event to share? Yes No
Would you like these posted to our Flickr or YouTube on-line pages? Yes No

Please follow the DEC, and its event calendar through social media channels at:

Website: www.DECinDublin.com

Facebook: <http://facebook.dj/thedec/>

Twitter IDs: @DECinDiblin, @sblanquera, and @erikapryor

SlideShare: www.slideshare.net/decindublin

9. INDEMNIFICATION

To the fullest extent of the law, the Renter and his/her Organization agree to indemnify, defend and hold the City, its respective officers, agents, employees, elected officials and volunteers, and the building owner (7001 Post Road LLC) harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness, or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Renter, the Organization, or anyone acting in its behalf in connection with or incident to the rental period and event contracted here; and the Renter shall, at its

own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced thereunder. And the Renter and Organization shall pay any and all expense, including but not limited to, costs, attorney's fee and settlement expenses, which may be incurred therein.

10. ADDITIONAL TERMS AND CONDITIONS

- a. It is understood that the Renter is responsible for any damages caused to the DEC, its facility and equipment by their agents, staff, guests, or customers and that the Renter shall comply with all laws, ordinances and regulations applicable to its use of the facility.
- b. Any misrepresentation of the description of the nature, type, or size of use to be undertaken at the DEC shall cause the Agreement to become null and void at the option of the City, and may preclude any further rentals of City facilities.
- c. The City, the DEC and their employees and contractors shall not be held accountable for any items lost, destroyed, or stolen at the facility from the Renter or companies providing service for the Renter.
- d. If any portion of this Agreement proves to be invalid or unconstitutional, pursuant to local, state or federal law, the same shall not be held to invalidate or impair the force or effect of any other portion of this Agreement unless it clearly appears that such other portion is wholly or necessarily dependent for its operation upon the portion so held invalid or unconstitutional.
- e. The parties agree that this Agreement shall be governed by the laws of the State of Ohio. The parties hereby consent and submit to the jurisdiction of the courts in Franklin County, Ohio for purposes of enforcement of this Agreement.
- f. The foregoing terms and conditions are the complete and exclusive expressions of the Agreement between the parties, superseding any prior agreements, written or oral, relating to the subject matter of this Agreement.
- g. In the event that the Renter or guests are unable to adhere to the above stated guidelines, the Renter may be asked to vacate the premises and forfeit any future use of the DEC facilities.

11. By signing below, the Renter acknowledges that he/she has read the above policies and is responsible for ensuring that all guests adhere to this Agreement. The Renter also agrees to be on site for the duration of the rental period. The Renter MUST be 21 years of age or older.

AGREED HERETO:

Renter Name _____

Renter Signature _____ Date _____

City of Dublin (or designee) signature & date: _____

Please note that your proposed event and date are not approved until this application and agreement document is reviewed, signed and returned to you by City of Dublin officials. Please submit a signed copy of this application/agreement at least 30 days prior to your event date to:

City of Dublin Division of Economic Development
c/o Tammy Brown
5800 Shier Rings Road, Dublin, OH 43016

Email: tbrown@dublin.oh.us / Phone: (614) 410-4618