

## Reservation Form for Imagine!'s John Taylor Conference Center

Date Needed \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Time Needed \_\_\_\_\_  
(from-to, please include set-up and clean-up time)

Actual time of event (from-to) \_\_\_\_\_

Name of Group \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone/Work \_\_\_\_\_

Telephone Home \_\_\_\_\_

Name of person paying for the room \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Will food or beverages be served? \_\_\_\_\_

What equipment will you need?

Whiteboard \_\_\_ Projection Screen \_\_\_ LCD projector \_\_\_ Phone \_\_\_

Coffee maker \_\_\_ TV \_\_\_ VCR/DVD \_\_\_ Internet access \_\_\_ Wireless internet access \_\_\_

Other (please explain) \_\_\_\_\_

Please sign to indicate that you agree to the following:

### Liability Waiver/Indemnification Agreement

I have received, read, understood, and agree to comply with Imagine!'s Meeting Room Rental guidelines.

I hereby fully release and discharge the Imagine!, its officers, agents, and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the above meeting(s) in the John Taylor Conference Center.

I further agree to indemnify and hold harmless and defend Imagine!, its officers, agents and employees from any and all claims resulting from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the above meeting(s) in Imagine!'s John Taylor Conference Center.

Signature \_\_\_\_\_

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