

Attachment A - Monona Terrace Event Sheet

November 30, 2018 - December 1, 2018

Sales Mgr: David Olivares

Event Mgr:

Catering Mgr:

Lessee:

District 35 Toastmasters

Address varies with contact
WIContact:

Keith Cumiskey

2016-17 Program Quality Director

District 35 Toastmasters

515 Sarah Lane

Cedarburg, WI 53012

Work 414-382-0323

Email khcumiskey@ra.rockwell.com

Home 262-377-8471

Cell 414-248-1154 - Preferred

Onsite Contact:

Web <http://d35.toastmastersdistricts.org/>

Event Attendance: 300

ROOM RENTAL CHARGES

Start	End	Space	Rate	Charges
Fri Nov-30-18	3:00 pm	Sat Dec-1-18 6:00 pm	Counter #2-No Charge	0.00 / DAY \$0.00
Sat Dec-1-18	6:30 am	Sat Dec-1-18 6:00 pm	Ballroom AB	1,500.00 / DAY \$1,500.00
Sat Dec-1-18	6:30 am	Sat Dec-1-18 6:00 pm	Capitol Promenade-No Charge	0.00 / DAY \$0.00

Estimated Room Rental Subtotal: \$1,500.00

*Any discounts, including sliding scale, will be applied to base room rental at time of invoice.
If applicable, sales tax will be applied to the discounted base room rental.

FUNCTION SCHEDULE

Start	End	Space	Description	Guarantee / Set
Friday, November 30, 2018				
3:00 pm	6:00 pm	Counter #2	Client Working in Office	
Saturday, December 1, 2018				
7:30 am	5:00 pm	Ballroom AB	Sessions	/ 300
7:30 am	5:00 pm	Counter #2	Registration	
12:00 pm	1:00 pm	Capitol Promenade	Box Lunch Pick-up Area	
5:00 pm	6:00 pm	Ballroom AB	Move Out	

Total Estimated Charges: \$1,500.00

Deposit Payment Schedule

Due Date	Description	Amount
May 30, 2018	50% of Room Rental	\$750.00
Nov 16, 2018	50% of Catering Estimate	\$0.00
Total Deposits:		\$750.00

Lessee must provide Center with final layout and setup of this event at least 30 days prior to event. Center has the right to assess additional setup and administrative fees for those layouts and setups not received on time or for changes made within 14 days of event.

Return Signed Agreement by: May-30-18

Keith H Cumiskey
Authorized Representative
District 35 Toastmasters

5-24-18

Date



MONONA TERRACE COMMUNITY AND CONVENTION CENTER

ONE JOHN NOLEN DRIVE MADISON, WI 53703 TEL 608 261-4000 FAX 608 261-4049

This agreement, entered into May 23, 2018 between the Monona Terrace Community and Convention Center of the City of Madison, Wisconsin (Center) and **District 35 Toastmasters** (Lessee). Center agrees to grant Lessee use of this facility under the following terms and conditions:

1. **Event Schedule:** Lessee is responsible for occupying and vacating premises according to the times specified in Attachment A, the Event Sheet, which is incorporated. Deviations from Attachment A may result in additional charges to Lessee. Lessee must provide Center with final layout and setup of this event at least 30 days prior to event. Center has the right to assess additional fees for layouts and setups not received on time or for any changes made within 14 days of event.

2. **Payment:** Execution of this agreement and a confirmation deposit of **\$750.00** which is 50% of room rental fee, are due on **May 30, 2018**. This deposit is nonrefundable if Lessee cancels one hundred eighty (180) days or less prior to the event. Thirty (30) days prior to event, 50% of the estimated food and beverage costs will be billed. Payment of this amount shall be due immediately but no later than fourteen (14) days prior to the event. After the event, Center will bill Lessee according to actual food and beverage costs and allowing for the discounted base room rental according to the Sliding Scale for Base Rental Fees current at the time of the event, which is incorporated by reference. Tax and service charges are not included when calculating this discount. Lessee agrees to pay the total amount due less the credits for deposits. Center will send any refund due to Lessee or apply the deposit to fees due the Center within thirty (30) days from billing date. Lessee agrees to pay eighteen (18%) percent per annum (1.5% monthly) if payment occurs thereafter. A \$25.00 fee will be charged for each returned check.

2.1 Final payment shall include fees for services and/or equipment requested by Lessee that are in addition to setup. Such charges will be based upon the Equipment and Services Price List current at the time of the event, which is incorporated by reference. Center will set charges for items not on the Equipment and Services Price List according to Center's cost of providing those items to Lessee.

2.2 Final payment shall include the cost of repair or replacement of any of Center's premises or property damaged by Lessee or Lessee's employees, invitees, agents, or subcontractors.

2.3 Lessee authorizes Center to charge Lessee's credit card or security deposit to satisfy any outstanding balance resulting from Lessee's use of Center's facilities, equipment, or services.

3. **Food:** All food and beverage service requests must be made to Monona Catering. No food or beverages may be brought into the Center without prior written permission. Food and beverage prices will be according to the Monona Catering Food Service Policy Agreement, which is incorporated by reference. Payment for food and beverages shall be made directly to Center.

4. **Audio/Video Equipment:** With the exception of Lessee computers, all audio/visual equipment must be ordered from the Center. No other audio/visual equipment may be brought into the Center. Charges may apply for providing electrical power and labor for setup of client computers.

5. **Liability:** Lessee agrees to hold harmless, indemnify and defend the City and its officers, officials, employees, agents and members of its boards and commissions from any and all liability including claims, demands, losses costs, damages and expenses of every kind and description to persons or property arising out of or in connection with or occurring during the course of this lease where such liability is founded upon or grows out of the acts or omissions of any of Lessee's agents, employees, invitees, or subcontractors.

6. **Occupancy Interruption:** Center retains the right to cause the interruption of any event in the interests of public safety, and to cause the termination of the event when to do so is necessary in the interest of public safety. Center reserves the right to access all areas of Center for facility operations.

7. **Entire Agreement:** This agreement, including all attachments and fee and policy sheets, represents the complete and entire understanding between the parties. This agreement may only be modified or amended in writing and signed by both parties. This agreement supersedes any and all written documents, verbal agreements, and negotiations between the parties.

8. **Miscellaneous:** Lessee agrees to be responsible for paying all taxes related to this agreement (unless Lessee is tax-exempt by law), and acquiring all licenses and permits necessary for the described use of Center. Lessee further agrees to abide by and have all employees, agents, invitees, and subcontractors abide by all city, state, and federal laws during the course of Lessee's event.

Approved and Agreed to by:

Monona Terrace Community and Convention Center

District 35 Toastmasters

Gregg McManners, CFE
Executive Director

Date: _____

Initials: _____

By: _____

Print Name: _____

Date: 5-24-18



CREDIT CARD AUTHORIZATION



Event #44840: District 35 Toastmasters TLI
Event Date: November 30-December 1, 2018

Please enter information as it appears on your credit card statement:

Name on Card: Keith H Cumiskey

Billing Address: 515 Sarah Lane

City: Cedarburg State: WI Zip: 53012

☐ MasterCard ☐ Visa ☐ AmEx ☐ Discover

We will call you for the card number and expiration date

I hereby authorize the use of the above credit card for:

☒ \$750.00 Room Rental Deposit

Signature: Keith H Cumiskey Phone: (414) 248-1154

☐ Please mail receipt to above address

☐ Please mail receipt to _____

☒ Please email receipt to khcumiskey@va.rockwell.com

FOR MONONA TERRACE USE ONLY:

Transaction Date:	Total Charged: \$	By:
----------------------	----------------------	-----