



Group Reservation Form And Rental Agreement



Date : _____

Tax ID # _____
Send Certificate of Exemption

Organization Name : _____

Contact Person : _____ Phone : _____

Address: _____

E-Mail: _____

Date of Event : _____ Event Times : _____ until _____

Entire Facility ? (circle one) → YES NO **COSMIC ?** YES NO

If NO : # of Lanes : _____ # of Pool Tables : _____

Payment Method (circle one) **SGA** **Credit Card** **Cash** **Check** **Billable** * **Inter-Dept. Tran.**

* If you are a student organization and this event is being paid for with an Inter-Departmental Transfer, it must be signed and approved by the SGA Accounting office. Reservations will not be considered official, until we receive the approved Inter-Departmental Requisition. A 48 hr. notice of cancellation is required or your organization will be charged the established rental charge.

Send Bill To: _____
Address _____
City, State, Zip _____
FAX # _____

Rental Charge	\$ _____
Deposit	\$ _____
Balance Due	\$ _____

Estimated attendance _____

Will you be bringing in a Disk Jockey? Yes No _____

Will you be bringing in food? * Yes No _____

Approval for Food Granted? Yes No _____

*no food may be brought into Crenshaw Lanes or on campus without permission.

* A \$100 or 50% Deposit (whichever is smaller) is required to reserve any Crenshaw Lanes facilities. This deposit is required at the time of the signing of this agreement and is refundable only with at least a 48 hour notice of cancellation.

* DJ's may set up 15 minutes prior to the event and must discontinue music at the ending time of the event.

* Group agrees to right to limit volume of music to 100 dcb as measured at the Crenshaw counter.

* If food is brought into the facility, all provisions and by-products (plates, boxes, etc.) must be properly disposed.

* All beverages must be purchased from Crenshaw Lanes. You may not bring beverages into the facility.

* **UNDER NO CIRCUMSTANCES, ARE ALCOHOLIC BEVERAGES TO BE BROUGHT INTO OR CARRIED OUT OF THIS FACILITY.**

* Any damage to the facility due to the misconduct by the participants will be paid for by the sponsoring group.

* We request that your members and guests leave the facility in a reasonably clean condition.

* The individual signing below asserts that they have authority to bind the group and its members to this agreement. Furthermore, the group releases the State of Florida, Florida State University, The Oglesby Union, FSU Board of Trustees, Crenshaw Lanes and its employees from any liability of any kind to any person directly or indirectly arising out of participation or attendance in the event scheduled in this agreement.

* An additional charge of up to \$250 will be assessed to groups whose events require excessive cleaning.

* Groups consisting of minors must have adult supervision.

I have read and agree to the terms of this agreement.

Approved ID Requisition received: _____

Signature : _____

Approved by : _____

Title : _____

Date : _____