

The following represents an agreement between the Georgia Association of Water Professionals (“GAWP”) and the said “Group” listed below. This agreement outlines specific conditions and services to be provided.

This meeting space contract in no way signifies GAWP’s “sponsorship” or “collaboration” with said program or workshop. This contract is to be utilized as a “rental space agreement” only and provides no other rights or obligations for (or to) either party. Use of GAWP’s name, logo, or web site is prohibited except for directional/map purposes. For more information on a potential partnership with GAWP for your meeting, contact your GAWP meeting space liaison.

DESCRIPTION OF GROUP AND EVENT

ORGANIZATION or “Group”: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____

EMAIL: **(REQUIRED)** _____

NAME OF EVENT: _____

OFFICIAL EVENT DATES: _____

OFFICIAL TIMES OF EVENT: START: _____ END: _____

ACCESS TIME & DATE NEEDED FOR SETUP? _____
(GAWP meeting spaces are open from 7 a.m. – 5 p.m., Monday – Friday)

PROGRAM: (in 50 words or less, please give a brief abstract of your program)

FUNCTION SPACE

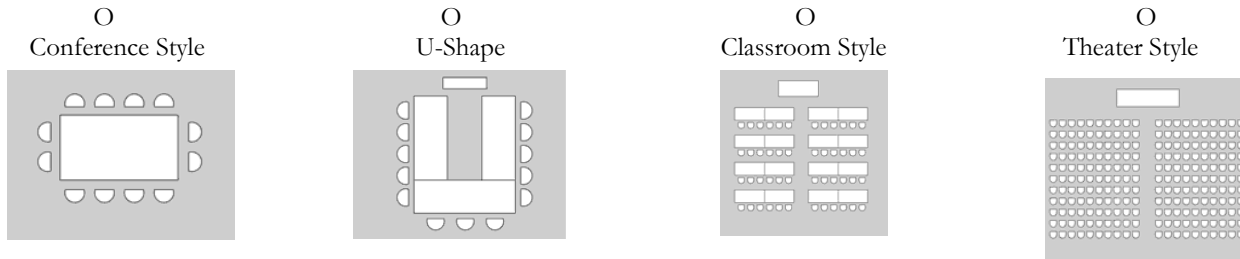
Meeting Room	Conference	Class Room	Theater	4 hours	8 hours
GAWP Conference Room	36	40	-	\$225	\$400
Charles H. Jones Conference Room	20	25	-	\$175	\$300
William J. Greene Jr. Training Center	-	110	150	\$275	\$500

Note: All Rates are quoted for normal business hours. Contact our office for evening and weekend rates.

MEETING ROOM CONFIGURATION:

How many people will be attending your event? Minimum: _____ Maximum: _____

How would you like your meeting room configured? (check one)



All Meeting Rooms have the following equipment. Please mark **ALL** equipment you plan to utilize for your event:

- | <u>Yes</u> | <u>No</u> | |
|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | In-House Computer & LCD Projector |
| <input type="radio"/> | <input type="radio"/> | LCD Projector (bringing your own laptop) |
| <input type="radio"/> | <input type="radio"/> | Wireless Mic (Greene Room only) |
| <input type="radio"/> | <input type="radio"/> | DVD Player |
| <input type="radio"/> | <input type="radio"/> | Internet Access (wireless) |
| <input type="radio"/> | <input type="radio"/> | Conference Call Capability (GAWP & Jones rooms only) |
| <input type="radio"/> | <input type="radio"/> | Power Supply in Conference Tables |
| <input type="radio"/> | <input type="radio"/> | Flip Charts & Markers # Requested: ____ (Maximum of 3 available) |

FACILITY REGULATIONS:

1. Tack strips are provided in meeting rooms for your use. No tape, tacks, nails or any similar type products may be attached or stuck to the walls except to the tack strips.
2. Groups are allowed to bring in their own food and beverage items if they so desire.
3. Alcoholic beverages must get prior approval from Director of Operations.

SMOKING ORDINANCE

The State of Georgia has passed a law that prohibits smoking in public areas. GAWP is a smoke free facility, however, we have a designated smoking area located on the north-west corner of the building.

PARKING

GAWP has 75 parking spaces. If your group requires more parking than the 75 provided spaces, please make us aware of this in advance so arrangements can be made.

Deposit

A 50% Deposit is required upon execution of this rental agreement. The remaining 50% is due the day the meeting begins.

RELEASE DATE/CANCELLATION POLICY:

If a reservation is cancelled more than 30 days in advance a full refund will be issued. A cancellation within 30 days of the meeting date is subject to forfeiture of deposit.

INDEMNIFICATION

The above listed group shall indemnify the GAWP for any personal injury claims for which the Group is liable. These claims may originate with any member of the Groups' use of, or activities in, the premises and/or the Event. Further, the Group shall be held liable for any damage to the GAWP's property.

COMPLIANCE WITH LAW

This agreement is subject to all applicable federal, state and local laws, including health and safety codes, alcoholic beverage control law, disability law and the like. GAWP and the above listed Group agree to cooperate with each other to ensure compliance with such laws.

IMPOSSIBILITY

The performance of this Agreement is subject to any circumstance making it illegal or impossible to provide or use the facilities, including acts of God, war on American soil, domestic terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities. The Agreement may be terminated only for any of the above reasons by written notice from either GAWP or the above listed Group to the other.

CHANGES, ADDITIONS, MODIFICATIONS

All changes, additions, deletions, or stipulations including corrective lining out by either the GAWP or the above listed Group will not be considered agreed to or binding to the other unless such modifications have been initialed or otherwise approved in writing by the other.

ACCEPTANCE

This Agreement will constitute a binding contract between the parties. The individuals signing below represent that each is authorized to bind his or her party to this Agreement.

Organization: Georgia Association of Water Professionals	Group:
Name:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date:

PAYMENT INFORMATION = Total Due \$ _____	
Name on Card:	<input type="radio"/> Check <input type="radio"/> Master Card <input type="radio"/> AMEX <input type="radio"/> VISA
Billing Address:	Card #:
City / State / Zip:	Expiration Date: Security Code:
Phone Number:	Signature:

GAWP Contact Information:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Reservations / Availability • Preferred Catering List • General Questions | <ul style="list-style-type: none"> o Technical Questions o Special Needs |
|---|--|

Blanche Johnson – 770.618.8690 x30

Joel Peacock – 770.618.8690 x17