

Conference Facility Reservation Request – Multiple dates and/or rooms

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Name

Email

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Phone

Alt. Phone

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Facility

Equipment

--	--

Start Time

End Time

--	--

Date(s)

No. of People

--	--

Official Business or Personal Event?

Type of Organization



Is your event going to have catering?		Which Caterer:	
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Will beer/wine be served at the event?		Do you need Wi-Fi?	
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Comments:

Date Submitted:

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Facility

Equipment

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Start Time

End Time

--	--

Date(s)

No. of People

--	--

Facility

Equipment

--	--

Start Time

End Time

--	--

Date(s)

No. of People

--	--

Facility

Equipment

--	--

Start Time

End Time

--	--

Date(s)

No. of People

--	--

Facility

Equipment

--	--

Start Time

End Time

--	--

Date(s)

No. of People

Hold Harmless Agreement

Starport (NASA Exchange-JSC) Hold Harmless Agreement

The following agreements permits the VENDOR to utilize the specific facility outlines in the rental permit on the specific date permitted.

Subject to the following terms and conditions:

In consideration for such permission THE VENDOR agrees to indemnify and hold harmless the United States, its agents and instrumentality's (including the NASA Exchange-JSC), and representatives, officers, and employees thereof, from any and all claims, demands, actions, debts, in any manner predicted up on the loss of or damage to property or injury to or death of any person(s), in any manner caused or contributed to by any negligent act or omission, or willful or intentional act of THE VENDOR, its agents, representatives or employees.

Vendor will provide proof of insurance for bodily injury to, or death of any person; damages to, or loss of use of any property; and other direct, indirect, or consequential damage arising from or related to the activities pursued under this agreement, OR, assumes responsibility for such bodily injury, death, damage or loss arising from or related to activities pursued under this agreement caused by the vendor through its employees, agents, representatives, or associates, whether such injury, death, damage or loss is caused by negligent acts or omissions, willful acts, or otherwise.

Disclaimer

CATERING & FOOD SERVICE

In order to provide flexibility and variety, Starport will provide interested renters with a list of Approved Caterers including the JSC food service contractor. Approved Caterers used in lieu of the JSC Food service contractor are responsible for providing all necessary napkins, plates, utensils, wait staff, tablecloths, etc.

Food prepared at home and/or pot lucks are not permitted inside at the Gilruth Center.

All Approved Caterers are required to provide a copy of the caterer's certificate of Liability Insurance, City of Houston Food Permit, and a signed Starport Caterer Agreement to Starport at least 30 days before the caterer can be scheduled by a client.

Starport Management reserves the right to assess a clean-up charge should any room not be cleaned to our standards.

- Events sponsored or conducted by any organization, individual, or activity practicing or advocating discrimination based on race, religion, creed, color, sex, sexual orientation, age, or national origin.
- Events having a partisan political, sectarian, or similar nature of purpose.
- Events for the purpose of advocating or influencing action on legislation.
- Events conducted for any type of commercial profit or individual profit (e.g. - direct or indirect sale of products or services, charging of admission fees, or the making of an indirect assessment for admission, or the taking of a collection).
- No animals are allowed at the Gilruth Center, except those trained to assist disabled individuals (exception includes events where a petting zoo is part of the activities and is subject to the Vendor requirements below).
- No group or individual may use the facility for events that are a threat to the safety of the clients or property.

- No recurring or regularly scheduled events are allowed.
- Starport Management reserves the right to determine if a specific usage of the Gilruth Center is appropriate.

Pavilion and outdoor events are classified as either official or unofficial, as described above.

Inclement weather may force the cancellation of pavilion and outdoor events. Precautions of temporary shelters, the curtailment of certain activities or other rain alternatives should be considered during the planning process. Outdoor events cannot be moved indoors in the event of bad weather. Starport Management cannot guarantee an inside room should inclement weather arrive.

Starport Management has the right to alter pavilion or outdoor events due to weather, if activities will in any way be unsafe or damage the facilities or premises.

For events classified as pot luck, only a Hold Harmless Agreement is required. The Hold Harmless Agreement is available in the Exchange Events Office.

Starport Management reserves the right to assess a clean-up fee to any event if the pavilion or outdoor rental area is not left at the original status at the beginning of the event.

OVERTIME

Events that do not end at their scheduled completion time may be subject to overtime charges. Specific details may be discussed with Starport Management.

CANCELLATION INFORMATION

Gilruth Center management reserves the right to cancel an event for official NASA-related programs or events. This will only happen when no other reasonable alternative exists, as determined by management. A full refund will be made should this occur.

SERVING OF ALCOHOL

Minors will not be served under any circumstances. As of September 1, 1986 the legal drinking age in the State of Texas is 21. In accordance with TABC law, we reserve the right to ask anyone to show their photo ID issued, by a government agency before being served alcohol. For any event (inside or outside) held at the Gilruth Center where alcohol is consumed, the TABC-certified staff member assumes the responsibility of ensuring that no minors or intoxicated person(s) are served and that no alcoholic product leaves the property.

Only beer and wine are permitted at the Gilruth Center. Hard alcohol and additional liquor is prohibited. For events and groups greater than 50 individuals, a TABC licensed bartender is required in adherence with state and local laws. The bartender must be provided by the caterer. Starport Management must be notified at least 3 days prior to the date of the event regarding alcohol being served.

Starport Management may allow small groups to bring alcohol to an outdoor event (pavilions or fields). The group will be responsible for designating a host who will be in attendance and accepts full responsibility for the group to meet the following requirements:

- No more than 50 individuals will be in attendance.
- Alcohol will only be consumed in the area designated for the event.
- No liquor will be consumed (beer and wine only) with no glass containers.
- By law, no minors (Texas legal age 21) may be provided alcohol.
- Alcohol service will be discontinued at least 30 minutes before the scheduled conclusion of the event.

- Intoxicated persons will not be served or be allowed to remain on the premises.
- Amount of alcohol will be commensurate with the number of attendees, and food and non-alcoholic beverages must also be provided.
- Consumption will be responsible and moderate. In the event someone does over-consume, the host will arrange transportation to take the individual home.
- In the event a host becomes unable to control the behavior or safety of the group, he/she will call JSC Security for assistance.

Starport Management is responsible for enforcing this policy and is authorized to review each request on a case by case basis taking into account factors such as concurrently scheduled events, history of the group, and TABC established restrictions.

VENDORS

All clients must provide the Starport Facilities Office a written list of all vendors for scheduled events. This includes anyone who may be delivering, setting up, or tearing down any items or equipment for your event (e.g. - DJs, bands, moon walks, face painters, petting zoo, etc.). The vendor list, with phone numbers and vendor contact names, is due at least 7 business days prior to the scheduled event.

Starport Management may ban any vendor from the facility, at its own discretion.

All clients utilizing outside vendors are required to provide the vendor's Certificate of Liability Insurance and a signed Hold Harmless Agreement at least 7 business days prior the scheduled event. Without these documents, the vendor will not be authorized access to the Gilruth Center.

DELIVERIES

All deliveries must be coordinated through the Starport. All delivery vendors must check in with the Starport Facilities Office prior to unloading. Starport staff have full authority to make corrective changes and oversee the supervision of deliveries, setup, production, catering, tear down and clean-up of an event. All catering, floral arrangements, decorations and other materials brought in by the client, or any vendor of the client, may not be stored or set-up in any unreserved area of the Gilruth Center.

CLEAN-UP

All break-down and cleanup must occur immediately following the scheduled event. All rental and decorating items must be removed immediately after the event, unless special arrangements are approved in advance by Starport. Starport does not assume any responsibility for items left by the client or the client's vendors.

CHILDREN

Children under the age of 16 must be under the immediate supervision of an adult, at all times. There must be an appropriate number of chaperons for the number of children who are using the facility. Starport staff members cannot monitor children during an event or patron use. Starport staff are not responsible for any childcare supervision.

SMOKING

The Gilruth Center facility (interior) is designated as non-smoking facility. Smoking is not permitted in courtyards and within 25 feet of doorways, entries, operable windows, and outdoor air intake ducts.

LIABILITY

All clients shall indemnify and hold harmless the Gilruth Center, its agents and employees against any and all damages, claims and liability due to the loss of property of others or any other liability arising out of its use of the

facilities. The facility client is responsible for the payment of damages to, or loss of the Gilruth Center property if occurred as a result of the preparations, use during the actual event, or during clean-up.

Unless it would be inappropriate due to the nature of the event, a clause shall be included in each contract stating that the contractor will indemnify and hold harmless the United States, its agents and instrumentalities (including Starport), and representatives, officers, and employees thereof, from any and all claims, demands, actions, debts, liabilities, judgments, and costs arising out of, claimed on account of, or in any manner predicated upon, the loss of or damage to property, or injury to or death of any person(s), in any manner caused or contributed to by any action or omission of the contractor, its agents, representatives, or employees.

Starport will recover all costs for any damage or loss to the premise, facility or facility contents caused by or arising out of the client's activities while using the facility. Additionally, any loss or damage to other's property and/or injury or death to any person(s) caused by or arising out of the client's activities while using the facility will be the responsibility of the group using the facility.

DÉCOR AND SIGNAGE

Plans for all decorations, including floral arrangements and table centerpieces, must be submitted and approved in advance.

Lighted candles are not permitted.

Decorations must not necessitate the moving of any fixed or large assets in the facility. Hanging large signs or decorations in the inside or the outside of the facility is not permitted without prior approval.

No hanging of signs on furniture and walls is permitted.

If signs are approved, they must be displayed on easels and not adhered to or taped to doors, walls or furniture.

The use of double back tape, staples, nails, or any other adherence material is strictly prohibited.

ENTERTAINMENT

Starport Management reserves the right to review and approve all entertainment for any scheduled event.