

AUBURN CORD DUESENBERG AUTOMOBILE MUSEUM DAYTIME MEETING PLANNER AGREEMENT

(Please Type or Print)

Please reserve the following date(s):

Mon. Tue. Wed. Thu. Fri.
Please circle the appropriate day(s).

Business / Function Name: _____
(Please write the name of the function, as you would like it to appear on signage)

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ - _____ Fax Number: (____) _____ - _____

E-Mail Address: _____

BILLING ADDRESS (If different than above)

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ - _____ Fax Number: (____) _____ - _____

Approximate Number of Guests: _____

Approximate Arrival: _____

Approximate Departure: _____ (Meeting must conclude by 5 p.m.)

Tax Exempt Number: _____ (FORM ST-105 REQUIRED*)

*Indiana General Sales Tax Exemption Certificate, Form ST-105, must be provided with this agreement at the time of booking.

I have enclosed the required deposit and have read and agree to abide by all the terms of the event agreement as listed on the reverse side of this page.

Signature: _____ Date: _____

-----OFFICE USE ONLY-----

Event Deposit: \$ _____ Cash Check #: _____ Guest Fee: _____

Credit Card: MC Visa #: _____ -- _____ -- _____ Exp Date: ____ / ____

Received By: _____ Date Received: _____

Admission Desk Personnel: _____ Time: _____

Duesy Shop Personnel: _____ Time: _____

TERMS OF AGREEMENT

1. For all purposes of this agreement, the person(s) signing this agreement shall hereby be referred to as “**Client**”, and Auburn Automotive Heritage, Inc. d/b/a the Auburn Cord Duesenberg Automobile Museum shall be referred to as “**Museum**”.
2. A deposit to secure the selected function room on the selected date must accompany this agreement. If required deposit is in excess of \$1,650, it may be paid in two installments. At time of booking \$825 will be due; the remaining balance will be due within 60 days. Deposits are refundable only if another signed event agreement is received for the same room for the same date, a.m. or p.m. A cancellation fee of \$100 will be retained by the Museum if a deposit is refunded. Corporate Members using a room use certificate for this event must submit it with this agreement along with the required deposit.
3. **GUEST COUNT IS DUE TWELVE DAYS PRIOR TO THE EVENT.** Count may be added to after this date, but not detracted from. This will be the minimum guest count invoiced, unless, actual guest count exceeds the guaranteed minimum guest count. Guest Fees are subject to Indiana Sales Tax.
4. The Museum’s authorized caterers must provide all food and food service. No food or beverages (alcoholic and non-alcoholic) may be brought into the Museum.
5. Sales tax will be added as required by law. Any requirement of a deposit for catering services, including refund policies, is between the Client and the caterer. However, all catering charges shall be billed through the Museum.
6. If a caterer’s deposit is required, make all payments payable to Auburn Cord Duesenberg Automobile Museum.
7. The Museum’s authorized caterers are charged a 15% catering fee on every event held at the Museum. The Museum’s unauthorized/ temporary caterers are charged a 20% catering fee on every event held at the Museum. The caterer may choose to pass this charge onto the customer. Please contact the caterer for more information.
8. An invoice of all charges including guest fees, host beverage service and any caterer’s charges will be mailed to you within five business days of the event.
9. **PAYMENT IN FULL IS DUE WITHIN TEN DAYS OF RECEIPT OF INVOICE.** Any account over 30 days past invoice date will be charged a 1-1/2% interest rate per month.
10. All liquor service must be provided by the Museum. All host beverage sales are subject to Indiana Sales Tax (including Tax Exempt Organizations) and gratuity.
11. All alcoholic beverage service must conclude by 12:00 a.m. Functions must conclude by 1:00 a.m.
12. Guests may not enter or leave the Museum with any beverages - alcoholic or nonalcoholic.
13. The Museum reserves the right to refuse beverage service to any guest at the Museum’s discretion.
14. Food and beverages are only allowed on the first floor of the Museum.
15. **NO SMOKING** in any area of the Auburn Cord Duesenberg Automobile Museum.
16. The Museum reserves the right to host concurrent functions in separate function rooms. Use of lobby bar may be restricted due to multiple functions booked. Use of the Education & Exhibit Plaza may be restricted due to functions booked.
17. All equipment, decorations, etc...require Museum approval prior to the event. Crepe paper and table confetti are not permitted on table linens; candles must have covered flames and fog or smoke machines are not permitted. Items may not be hung or secured in any way that would mar any surface, including function room posts, beams and walls. **TAPE IS NOT PERMITTED ON ANY MUSEUM SURFACE.**
18. The Museum’s authorized decorators are charged a 15% decorating fee on every event they provide services for at the Museum. The Museum’s unauthorized/temporary decorators are charged a 20% decorating fee on every event they provide services for at the Museum. The decorator may choose to pass this charge onto the customer. Please contact the decorator or museum for more information.
19. Client may use Museum logo or likeness only with the approval of Museum. Materials containing Museum Logo or likeness must contain the following “Not affiliated with nor sponsored by the Auburn Cord Duesenberg Automobile Museum.”
20. All guests must not go beyond the ropes or touch the cars or displays; violation will result in expulsion of the guest from the Museum.
21. Children must be accompanied by an adult when outside of the function areas.
22. In the event that the room selected would not be available for use, the Museum has the right to accommodate your function in another area of the Museum.
23. The Client absolves and agrees to hold the Museum harmless from any and all damage, which may be sustained by equipment or property left on site at the Museum before, during and after said function. Any items left at the Museum are not covered by the Museum’s insurance policy.
24. In consideration of the participation of the Client, the Museum, along with its governing bodies, officers, volunteers and staff are totally released from any liability of any kind or character that may be incurred in connection with said function.
25. The Museum shall be held harmless for any cost incurred due to the cancellation of the Client’s function by the Museum due to an “act of nature.” This may include, but is not limited to: tornado, fire, flooding, severe weather or power outages. If this occurs, the Museum will refund in full any Museum deposits. Any deposits for catering services are between the Client and the caterer.
26. If for any reason a state of emergency is declared by the federal, state, county or city governments requiring the closure of business, the Museum shall not be held liable for any costs or losses of said function by the Client. In the case of closure, the Museum will refund in full any Museum deposits. Any deposits for catering services are between the Client and the caterer.
27. If for any reason legal action would need to be taken to enforce this agreement, all lawsuits shall be litigated in the Circuit or Superior Courts of DeKalb County, Indiana. If any legal action occurs due to a disagreement of these terms, collection of account balances or for any other reason, the Client shall pay all related Museum legal fees, court costs and any other expenses incurred.

The museum’s representatives, without exception, will enforce all terms listed above.

Auburn Cord Duesenberg Automobile Museum

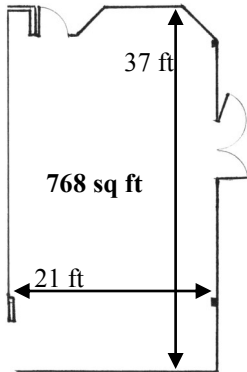
1600 South Wayne Street ♦ Auburn, IN 46706 ♦ (260) 925-1444 / phone ♦ (260) 925-6266 / fax ♦ www.automobilemuseum.org

DAYTIME MEETING ROOM PLANNER

ROOM SELECTION (PLEASE CHECK ONE):

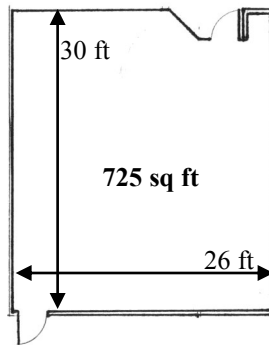
Auburn Room

Capacities (Max):
 • Round Tables: 40
 • "U" Shape: 24
 • Classroom: 36
 • Theater: 64
 \$250.00 per day
 (Mon thru Fri Only)
 \$250.00 deposit



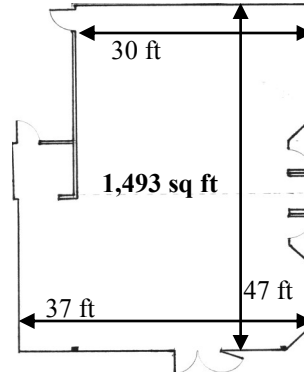
Cord Room

Capacities (Max):
 • Round Tables: 40
 • "U" Shape: 28
 • Classroom: 33
 • Theater: 72
 \$250.00 per day
 (Mon thru Fri Only)
 \$250.00 deposit



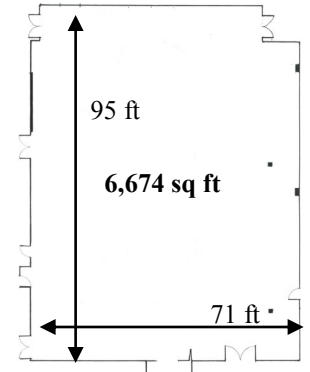
Duesenberg Room

Capacities (Max):
 • Round Tables: 80
 • "U" Shape: 48
 • Classroom: 69
 • Theater: 132
 \$450.00 per day
 (Mon thru Fri Only)
 \$450.00 deposit



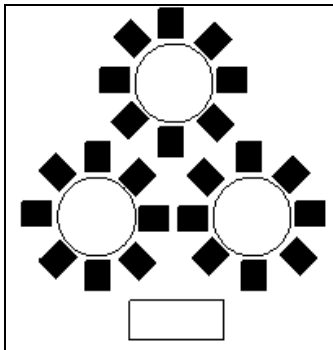
Willennar Hall

Capacities (Max):
 • Round Tables: 512
 • "U" Shape: 75+
 • Classroom: 384
 • Theater: 1020
 \$600.00 per day
 (Mon thru Thu Only)
 \$600.00 deposit

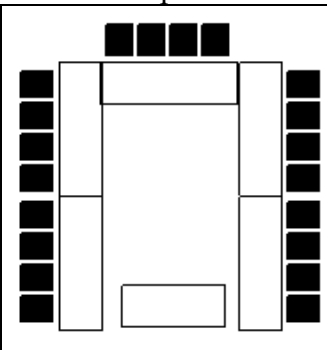


ROOM SET-UP (PLEASE CHECK ONE):

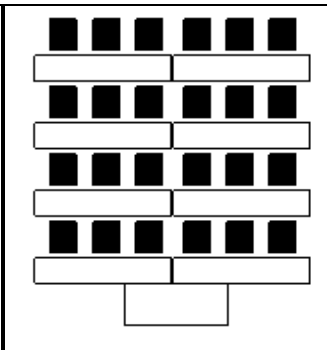
Round Tables



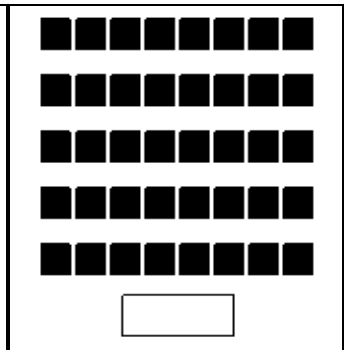
"U" Shape



Classroom



Theater



A/V EQUIPMENT (NO ADDITIONAL CHARGE / PLEASE CHECK ALL THAT APPLY):

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Data Projector | <input type="checkbox"/> Projection Screen | <input type="checkbox"/> 36" Television | <input type="checkbox"/> Flip Chart(s) #: _____ |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Table Top Lectern | <input type="checkbox"/> DVD Player | <input type="checkbox"/> Dry Erase Board |
| <input type="checkbox"/> Slide Projector | <input type="checkbox"/> Floor Lectern | <input type="checkbox"/> VCR | <input type="checkbox"/> Easel(s) #: _____ |

DAYTIME MEETING MEAL PLANNER

The Auburn Cord Duesenberg Museum has developed a menu for you to choose from for your daytime meeting. Please select the items you would like for your meeting. Breakfasts will be ready at the start time of your function, and lunch will be scheduled for 11:30 a.m. unless we are directed otherwise. All prices are subject to all applicable taxes. If you have any questions, please feel free to contact the museum.

Continental Breakfast

- Breads & Pastries
 - Fresh Fruit
 - Orange Juice & Coffee
- \$8.50 per person***

Coffee Services- (All Day)

- Regular and Decaf
 - Sweeteners and Cream
- \$2.50 per person***

Soft Drinks and Water -(All Day)

- Canned Soft Drinks
 - Bottled Water
- \$2.50 per person***

Light Breakfast

- Breakfast Casserole
 - Breads & Pastries
 - Fresh Fruit
 - Orange Juice & Coffee
- \$10.00 per person***

Afternoon Snack

- Chips & Cookies
 - Iced Tea & Lemonade
- \$3.50 per person***

Souvenirs

Ask for information about providing your guests with a souvenir to take home.

Customized Box Lunch

\$11.50 per person

Entrees (Choose One Item)

Wraps

- Club
- Chicken Salad
- Santa Fe Chicken

Salads

- Garden
- Chicken Caesar
- Chef

Entrees (Cont.)

Sandwiches

- Ham or Turkey Croissants

Side (Choose One Item)

- Potato Salad
- Pasta Salad
- Broccoli Crunch
- Macaroni Salad
- Cole Slaw

Dessert (Choose One Item)

- Texas Sheet Cake
- Assorted Cookies
- Brownies

Beverages

- Iced Tea
- Lemonade

Customized Hot Lunch Buffet

\$14.00 per person

Salad (Choose One Item)

- Tossed Salad w/ Dressings
- Caesar Salad

Entrees (Choose Two Items)

- Lasagna
- Sliced Ham
- Grilled Chicken Breasts
- Pasta Primavera (Vegetarian)

Vegetable (Choose One Item)

- Corn
- Green Beans
- California Blend
- Baby Carrots

Starch (Choose One Item)

- Mashed Potatoes w/ Gravy
- Au gratin Potatoes
- Roasted Red Potatoes
- Long Grain Wild Rice

Dessert (Choose One Item)

- Chocolate Cake
- Carrot Cake
- Apple Cobbler
- Peach Cobbler
- Assorted Cookies
- Brownies

Beverages

- Iced Tea
- Lemonade