

FOUNDERS PLACE - INDY

A COWORKING SPACE

FOUNDERS PLACE – INDY offers a shared, community-driven workspace for location-independent workers. It exists because of you and for you. As a member, you will not just be a customer of FOUNDERS PLACE – INDY; you will be an active part of what FOUNDERS PLACE – INDY is and does for you and for others in our small rural community.

Find your Space at FOUNDERS PLACE!!!

ROOM BOOKING FORM

ORGANIZATION / NAME _____

PAYEE NAME _____

PAYEE ADDRESS (FOR INVOICE) _____

NAME OF CONTACT PERSON _____

TEL: _____ EMAIL: _____

NAME OF FACILITATOR ON DAY _____

TEL: _____ EMAIL: _____

DATES REQUIRED:

STARTING TIME: _____ FINISHING TIME: _____

EQUIPMENT REQUIRED: SURFACE HUB _____

SMART TV _____

PRINTING _____

OTHER _____

ROOM RESERVED _____ RATE WILL BE _____ / DAY FOR THE EVENT

PAYING METHOD – CREDIT CARD INVOICE CASH COMPANY CHECK (INVOICE)

OFFICE NOTES: PAID ON DATE _____ IN FULL RECEIVED BY _____

SIGNED: _____

POSITION: _____

DATE: _____

IF YOU ARE USING THE SPACE AFTER HOURS, YOU WILL BE RESPONSIBLE FOR TURNING OFF LIGHTS AND KEEPING YOUR GUESTS LOCATED IN THE ROOM YOU ARE RENTING. PLEASE DO NOT ALLOW GUEST TO WANDER FOR THE PRIVACY OF OUR MEMEBERS. FRONT DOORS WILL BE ON AUTO LOCK FROM THE OUTSIDE ENTRY. ENTRY OF THE OUTSIDE WILL NEED TO BE MONITORED BY YOU. EXIT IS UNLOCKED. PLEASE MAKE ARRANGMENTS TO MEET YOUR GUEST AT THE DOOR TO ALLOW THEM ENTRY. YOU CAN AND WILL BE LOCKED OUT IF YOU EXIT, PLEASE BE AWARE AND IF YOU ARE IN NEED OF A GUEST KEY PLEASE CONTACT OUR COMMUNITY MANAGER PRIOR TO YOUR EVENT.

TERMS AND CONDITIONS

DEFINITIONS

A meeting- or conference reservation is when premises are provided, with or without food, for meeting, conference or similar order. The client is the person – legal or physical – who is liable to pay for the arrangement. The venue is the supplier/hotel who delivers meeting facilities and consumed food.

PAYMENT

Payment can be made via check, cash or by credit card via our office at the time of the booking.

USE OF THE PREMISES & ACCESSIBILITY

Our meeting rooms and premises are available to the user as stated in the booking confirmation. If the event goes beyond the agreed time, the client will be charged extra according to market price.

The client is obligated to use the premises in a manner that does not disturb our members or third parties. The client is obligated to follow the establishments instructions with respect to the use of the premises. The premises may not be used for activities in violation of normal laws and regulations, or in any way that otherwise damages our property or our reputation. The premises may only be used for the purpose communicated to us in connection with the booking. Should it, after the booking has been confirmed, become known that the client has provided incorrect or misleading information regarding the event and the event conflicts with our values, we are entitled to cancel or abort the event, while the user remains liable to pay the costs the establishment has incurred due to the booking.

LIABILITY FOR VALUABLES

We are not liable for any valuables brought onto the premises. Locked storage can be provided upon request.

USERS RESPONSIBILITY

The user is responsible for any damage inflicted on the establishment by the participants. The users' obligations, including the obligation to pay in the event of cancellations, apply regardless of any underlying disputes with the users customer or if the users customer fails to fulfil any obligations to the user.

FOOD AND BEVERAGE

It is allowed in the premises. Soda, water and coffee are available on site in the form of an honor bar for a fee. In the event that you need a meal delivered, contact Founders Place Community Manager for aid in local options.

CANCELLATION & CHANGES

CANCELATION POLICY

General cancellation deadlines for group meetings

31 days or more before arrival	100% can be cancelled free of charge
30 – 14 days before arrival	80% of the residual value of the event is charge
13 – 5 days before arrival	50% of the residual value of the event is charged
4 days or less before arrival	100% of the residual value of the event is charged

TERMS OF CHANGES

Changes to events must be made directly with Founders Place – Indy. The definition of a change is such as: changing the date, number of participants, seating order, food & beverage etc. together or separately. Any change may involve a change in price. We reserve the right to move the meeting to a suitable room if the number of participants changes compared to the original booking. We also reserve the right to switch to a similar or better room if necessary.

UPDATED 2/10/2023