

**“EXHIBIT A”
DuPAGE AIRPORT AUTHORITY
CONFERENCE ROOM AGREEMENT
AND INFORMATION SHEET**

I. TO BE COMPLETED BY PERMITTEE:

Event: _____

Estimated Attendance(#): _____

Event Date(s): _____

Event Starting Time(s): _____

Event Ending Time(s): _____

Arrival Time(s): _____

Departure Time(s): _____

II. Audio/Visual/Technical Needs (please check the appropriate boxes):

Overhead Projector (\$25)

VHS Player w/Monitor (\$25)

Podium w/Mic. (\$25)

Sound System (actual cost to Airport Authority)
(provide specific information below)

PowerPoint Projection System (\$300)
(if available)

Room Set-Up Needs or Other Special Considerations:

******Space Below for Use by the DuPage Airport Authority*

Type of
engagement: _____

Room
assigned: _____

III.

ROOM CHARGES	
Item	Cost
Room rental	
AV equipment	
Other	
	TOTAL: \$

ADDITIONAL TERMS AND CONDITIONS

1. Agreement. This information sheet shall serve as the agreement whereby the DuPage Airport Authority shall allow Permittee the use of the meeting room described above on the dates and at the times confirmed by Airport Authority staff in section 1 above.

2. Payment. Permittee shall make full payment by check at the time of application.

3. Advertising. Programs and advertising materials are not to imply that the Airport Authority sponsors the Permittee's conference, but the Airport Authority facilities are simply the conference venue. Airport Authority staff and/or resources are not available for advertising Permittee's event.

4. Attendance. Permittee agrees that the event attendance shall not exceed the coded head count capacity of the assigned conference room.

5. Cancellation. Permittee may cancel this contract without penalty if rental is cancelled more than thirty (30) days before the scheduled date. An event cancelled between fourteen (14) and thirty (30) days prior to the scheduled rental will forfeit fifty percent (50%) of the payment. An event cancelled less than fourteen (14) days prior to the scheduled rental will forfeit one hundred percent (100%) of the payment, plus Permittee shall be responsible for any applicable costs above the amount of the payment.

6. Food. Food services will not be provided by the Airport Authority. Prior approval of any outside catering must be obtained by special arrangement. Alcoholic beverages may not be served or consumed on Airport Authority property unless special prior approval has been sought and obtained from the Airport Authority.

7. Insurance. The Airport Authority reserves the right to require insurance from the Permittee when the Airport Authority believes it warranted.

8. Liability. Permittee agrees for itself and/or its employees, agents, volunteers or organizers associated or to be associated with the activity for which the rental is sought to waive and relinquish all claims that may result in any manner against the Airport Authority, its agents, public officers, officials or employees and authorized volunteers from said activity or event, except for acts caused by the willful and wanton misconduct of employees of the Airport Authority acting within the scope of their employment.

The Permittee hereby agrees to indemnify and hold harmless the Airport Authority, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses and/or expenses arising out of the permitted activity or event or any activity associated with the conduct of the activity or event, including, but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the Airport Authority acting within the scope of their employment. Further, the Permittee agrees to indemnify the Airport Authority and any of its agent, public officials, officers or employees and authorized volunteers for any attorney's fees and court costs incurred, or to be incurred, in defending any action brought against them as a result of the Permittee's use of Airport Authority property or operation of the activity or event set forth in this Agreement.

Permittee shall be liable for any and all lost, stolen and/or damaged equipment provided by the Airport Authority as well as for any damages to Airport Authority facilities or property during the time of the Permittee's rental of Airport facilities.

Permittee is responsible for any and all equipment that the Permittee, his/her group or representatives brings to the Airport Authority rental site. The Permittee is responsible for property damage and/or personal injury that may arise as a result of faulty, improperly placed equipment and/or negligence on the part of the Permittee and shall hold the Airport Authority and their representatives harmless from any such claims.

9. Location. The Airport Authority reserves the right to move Permittee to an alternative facility on Airport grounds that would accommodate the Permittee's needs. Permittee shall be given advance notice that the activity or event has been moved.

10. Relationship. It is acknowledged that the relationship between the Airport Authority and Permittee is that of independent contractors and in no event will the relationship between the Airport Authority and Permittee be interpreted or construed as that of employer/employee or of principal/agent.

IN WITNESS WHEREOF the parties have executed this Agreement on the date(s)
indicated:

DuPAGE AIRPORT AUTHORITY

PERMITTEE:

Signature

Signature

Title

Title

Date

Date

DuPage Airport Authority
2700 International Drive, Suite 200
West Chicago, IL 60185-1658
(630) 584-2211

Name of Permittee

Permittee's Address

Permittee's Telephone No.