



MAA Carriage House

*Modern Meetings in a Unique Setting
at the Mathematical Association of America*

**1781 Church St. NW
Washington, D.C. 20036
Phone: 202-319-8460, x 430
Fax: 202-387-0162**

MAA Carriage House - Conference and Meeting Room Contract

The MAA Carriage House, a property of the Mathematical Association of America (MAA), provides unique and premier meeting space and related services in the historic Dupont Circle region of the District of Columbia. The MAA mailing address is 1529 18th Street, NW. Washington, DC 20036. The federal ID of the MAA is: 16-0743079.

The MAA agrees to provide meeting space to the below signed authorized individual/organization subject to the terms and agreements stated below.

Individual/Organization requesting a reservation: Name: _____

Organization: _____

Address: _____

Phone: _____, Email: _____

MAA Contact: **Matthew Castelhana**, phone: 202 319-8444, email: mcastelhana@maa.org

Function Name: _____

Function Date(s): _____

Requirements to Hold Room- Your rental reservation is guaranteed by signing the Contract Agreement and Meeting Request form (see below) along with a 50% deposit of the total estimated billing.

Final Settlement- A final statement of charges, less any payment received, will be sent to you within seven days of the closing of the event. Final payment will be due no later than 30 days from statement date.

Cancellation Policy- If cancellation occurs within 30 days of your event you will be responsible for payment of 50% of your original total (forfeiture of deposit) and any additional nonrefundable food charges.

Policies Guiding the Use of Facilities

- Responsibility- Renters will be held responsible and/or liable for the actions of all participants while on the premises of the MAA Carriage House.
- Non Smoking Policy- the MAA Carriage House is an irreplaceable facility and smoking is not permitted in the facility. Evidence of smoking will result in a mandatory surcharge of \$100 per known incident.
- Set-up time- Groups will have 30-minutes of setup and teardown time, unless authorization is given for additional time, based on room availability.
- Other MAA facilities - No other facilities of the MAA will be made available in conjunction with this event unless specifically agreed in advance in writing.
- Damage- Renters will be held responsible for any damage done to the facility during the rental period beyond normal wear and tear. Damage may include that caused by the use of adhesives or tape. Approved materials appropriate for use in meetings are available from the MAA for a fee. Additional charges may be assessed to cover the cost of cleaning/repairing necessitated by the actions of renters.
- Additional costs- The undersigned assumes responsibility for the payment of all additional costs associated with the meeting as applicable, including, but not limited to: lodging, catering and drinks billed on consumption.

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MAA Carriage House Contract – continued.

- Food and Beverage- The Mathematical Association of America will gladly assist you in ordering food and beverage – a fee of 15% will be billed for managing this service.
- Alcoholic Beverages- The employees of the Mathematical Association of America will not serve or purchase alcoholic beverages and will not be held responsible for any events or incidents that occur as a result of the consumption of alcohol in the Carriage House.
- Personal Property- The Mathematical Association of America does not assume responsibility or liability for any personal property brought onto or left on the property.
- Insurance- Both parties shall obtain and maintain in amounts sufficient to provide coverage for any liabilities that may reasonably arise out of or result from the respective obligation under this Agreement. Both parties shall provide the other of evidence of insurance upon request.
- Indemnification- Each party agrees to indemnify, defend and hold the other party and that party's officers, directors, employees and agents harmless from any loss, liability, damages, fines or costs (including reasonable attorney fees) arising from actual or threatened claims or causes of action from the negligent or intentional act or omission of that respective party and/or its officers, directors, employees and agents.
- Force Majeure- The performance of this agreement by the MAA and the rental group/individual is subject to the acts of God, government authority, disaster, flooding, act of terrorism, labor disputes, or any other act outside the control of the Mathematical Association of America and the signed party. It is provided that this agreement may be terminated for any one or more of such reasons by written notice from one party to the other.

Contract Agreement

Signing this contract agreement constitutes approval and acceptance of all details herein. This agreement must be signed and returned to the MAA and valid current credit card presented before the room and/or equipment is confirmed for use by the rental party. This agreement is valid and binding upon acceptance and execution by representatives of the MAA. This agreement shall be interpreted and governed pursuant to the laws of the District of Columbia. This agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter of this agreement, and supersedes all prior contemporaneous agreements and understanding between the parties related to this agreement. This agreement may only be amended in a writing duly executed and signed by both parties.

Date Prepared:

ACCEPTED BY:

Print name of Responsible Party

Organization

Signature

Date



Mathematical Association of America
External Meeting Request

Please return by Fax: 202-387-0162 or E-mail: mcastelhana@maa.org

Meeting/Contact Information

Meeting Name:

Institution/Company:

Contact Person: Phone:

Billing Address: E-mail:

Fax:

Dates of Meeting: / / - / / Start and end times of event: First Day

Special Needs (ADA): Last Day Other Days

No. of Attendees: Times organizers will arrive/depart:

Room set-up styles / Maximum Capacities

	1 st floor room	2 nd floor – room A	2 nd floor – room B
Theater style	<input type="checkbox"/> __ 66	<input type="checkbox"/> __ 20	n/a
Conference style	<input type="checkbox"/> __ 45	<input type="checkbox"/> __ 14	__ 10
Classroom style	<input type="checkbox"/> __ 33	<input type="checkbox"/> __ 20	n/a
Reception style	<input type="checkbox"/> __ 70	<input type="checkbox"/> __ 20	n/a

Other room set-up styles: __ Hollow Square (n/a for 2nd floor) __ U-Shape __ Head Table

Other set-up: Break-out sessions? __ yes __ no

Food/Beverage

__ Breakfast (Time:) __ Lunch (Time:) __ Dinner (Time:)

__ AM Break (Time:) __ PM Break (Time:) __ Reception (Time:)

__ Sodas @ \$1.00 per can: Diet Coke Coke Sprite OR __ Billed on consumption

__ Will arrange for catering separately

Audio Visual

- | | | |
|--|--|---|
| <input type="checkbox"/> __ Podium | <input type="checkbox"/> __ VHS/DVD | <input type="checkbox"/> __ Audio Recording |
| <input type="checkbox"/> __ LCD Projector | <input type="checkbox"/> __ Microphone/Podium | <input type="checkbox"/> __ Conference Call |
| <input type="checkbox"/> __ Flip Chart | <input type="checkbox"/> __ Smart Board | <input type="checkbox"/> __ Warming Kitchen |
| <input type="checkbox"/> __ Doc. Camera/Overhead | <input type="checkbox"/> __ Internet Access/Wireless | - <input type="checkbox"/> __ Laptop/Computer |
| - <input type="checkbox"/> __ Web Camera/Skype | - <input type="checkbox"/> __ HD Video Recording | |

How did you hear about us? __ MAA website __ Unique Venues __ Google __ Affordable Meetings
 __ brochure __ friend __ other

Comments/Notes: