SANDIA 🏶 PREP

Master Calendar Event Request

Today's Da	te Dec. 26, 2012 Requested by: Shelly Ander	
Contac	ct Phone Number: 239-7311 email: Sandes@ Sandin prep. on	rG
What:	Name of Event: MTS- Into The Woods Auditions	ע
	Description of Event: ()	
When:	Start: 1 18, 14 Time: 9 AMPM 9 am - 5 pm on	
	End: 18/14 Time: 5 AN/PM 7/8 + 1/19	
	Setup Time N/A AM/PM Depart Time AM/PM (for trips) //20 -Time: Breakdown N/A AM/PM Return Time AM/PM (for trips) 78b	ς
	Breakdown N/A AM/PM Return Time AM/PM (for trips)	
Where:	Locations of Event: Choir Room	
Who:	SPS Groups Involved: N/A	
	Grade: 6 7 8 9 10	
	Other Groups/Schools Involved: Musical Theatre Southwest	
	Total Number of Participants:	
About:	Departments:	
	Activity Type:	
	(Le. Social event, Baseball, Soccer, chess club)	
	[Le. assembly, game, practice, meeting, dance)	
	Equipment Needed:	
	(i.e. table, chairs, electronic, technical, sound, etc.)	
	Sporting event - Home Away (at:)	
	Setup Instructions:	
	Documents to be Attached to file:	
	5:	
	Director of Studies IT Dept	
	Maintenance scanned	

Terms and Conditions of Master Calendar Event Request.

Sandla Preparatory School reserves the right, entirely at its discretion, to accept or reject any application for the use of any facility or grea under its jurisdiction.

- The complete control of the facility and equipment shall at all times remain with Sandle Preparatory School through its management, supervisory, custodisi and maintenance employees, excluding contents supplied by the RENTEE or its members.

 The RENTEE shall obey and observe all laws, and regulations of the City of Albuquerque.

HOLD HARMLESS

- RENTEE agrees to Indemnify and hold harmless Sandia Preparatory School harmless from and against any and all loss, claims, actions, damages, liabilities, costs and expenses, including reasonable legal fees, in connection with loss of life, personal injury, demage to property or any other loss or injury whatsoever arising from or out of any occurrence in, upon or at the leased premises or the occupancy or use by the RENTEE of the leased premises or any part thereof, or occesioned wholly or in part by any act or omission of the RENTEE or by anyone permitted to be on the leased premises or the market by the RENTEE. If Sandia Preparatory School stall, without fault on its part, be made a party to any fitigation commenced by or against the RENTEE, then the RENTEE and protect indemnity and hold Sandia Preparatory School harmless and shall pay all costs, expenses and reasonable legal fees from the department or paid by Sandia Preparatory School in anforcing the terms coverants and conditions of this Agreement, unless a court of law shall decide otherwise.
- **MSURANCE** The RENTEE shall obtain and maintain general liability insurance at its own expense, in a form saliefactory to Sandia Preparatory School and in an amount not less than one multion dollars and provide evidence of this insurance prior to use of occupation of Sandia Preparatory School. Such insurance shall include the Sandia Preparatory School as additional insured with respect to the RENTEE'S operations and obligations under this agreement. Further, such incurance shall not be cancelled or permitted to lapse unless the incurar notified Sandia Preparatory School in writing at least thirty (30) days prior to the date of cancellation, Sandia Preparatory School reserves the right to request, from time to time, such other amounts and types of insurance as it may reasonably require; fellure to satisfactority meet these conditions relating to insurance shall be deemed a breach of this Agreement.

Proof of Inc	urance: (Ti
t teams so little	mules, M

Hold Harmises Agreement: E

A receivation/demage deposit in the form of a \$100.00 check mode out to Sandia Preparatory School must accompany this request. Peyment in full must be received 7 days prior to event, Please refer to the Information Sheet regarding the cancellation policy.

Sandle Preparatory School hereby grants _______(herein after called the Ranter) permission to use the facilities as cutilined, subject to the terms and conditions of the Agreement and affiliated documents contained herein and affiliated documents contained herein and affiliated form part of this agreement.

The undersigned has read, and an behalf of the Renter, agrees to be bound by this agreement and the terms and conditions contained herein and educated herein, and educated herein, and educated herein and educated herein and educated herein and educated herein.

- PERSON RESPONSIBLE FOR EVENT:

 LAURA NUZUM SIGNATURE

 Sandia Preparatory School is not responsible for darkage to or disappearance of any items stored on its property.

 The RENTEE shall not set up for a private event prior to 4 p.m. due to the daily operations of Sandia Preparatory School unless other arrangements are made with the Facilities Department of Sandia Preparatory School staff will clean and clear the rental space in its entirety, in accordance with its etandard practices prior to the
- The RENTEE shall clean the rental space in its entirely following completion of the event to the satisfactors of Sendia Preparatory School, it is further agreed that Sandia Preparatory School reserves the right to terminate this agreement, to clean all costs of breach against the RENTEE, to presecute or suspend, or otherwise penelize the RENTEE or other representatives for violation of the contilions contained
- The RENTEE shall ensure:
 - That the maximum number of persons using the facilities shall not exceed the approved capacity of the facility in use (see information sheets for applicable facility).

 That no smalling is permitted enywhere on the Sandis Preparatory School compus.

 That no stocholic beverages, lingel drugs or any tobacco products will be permitted on the premises.

 That the type of program or enterishment to be provided during the term of idence by the PENTEE shall at all times conform to the City of Albuquerque laws.

- the City of Albuquerque laws.
 That we hickes will only be parted on facility grounds decignated parting areas only.
 That no changes or afterations shall be made to any facilities unless expressly permitted and provided for in this agreement. No tape or other attachments are permitted on Gym floors.
 That confetti is not permitted on the premises of Sandia Preparatory School
 That cray broken glass, food or beverage splits that may result in personal injury or damage to the facility or furnishings are attended to immediately.
 The westrooms utilized are left in researchably clean condition.

- That all items brought in for the event shall be removed from the facility by the end of the event, unless expressly provided
- herein.

 NOTWITHSTANDING the use granted by this license, facilities will not be available on days during which facilities have been closed by the administration because of inclement weather or other reasons.

 The RENTEE shall be linencially responsible to Sandia Preparatory School in respect of any or all property damage or vandations stilling out of the use of the facility or area granted under this agreement. Minimum charge for damage is \$80.00. This in of ood or drinks are allowed in the theater.

 Any use of the Sandia Preparatory School name or logo in preprinted material must be approved by the Sandia Preparatory School Marketing Department.

PLEASE NOTE: IT IS THE RESPONSIBILITY OF THE LICENSEE TO ENSURE THAT ALL PERSONNEL PERTAINING TO THE EVENT ARE AWARE OF AND LIKEWISE ABIDE BY THE TERMS AND CONDITIONS OF THE RENTAL AGREEMENT,





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/06/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER AND THE CERTIFICATE HOLDER

REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the

certificate holder in lieu of such endorsement(s). CONTACT Daniel Castle PRODUCER Mears Insurance Agency Inc PHONE (AJC, No, Ext): 231-229-0200 E-MAIL ADDRESS: ralphie116@aol.com PRODUCER CUSTOMER ID #: MUSIC-2 FAX (A/C, No): 231-259-0201 14061 Thirteen Mile Warren, MI 48088 Daniel J. Castle - Theatre INSURER(S) AFFORDING COVERAGE NAIC# **Musical Theatre Southwest** INSURER A : U.S. Liability Insurance Co. INSURED PO Box 81052 **INSURER B:** Albuquerque, NM 87198-1052 INSURER C: INSURER D : INSURER E : INSURER F:

COVERAGES	CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	(MM/DD/YYYY)	LIMIT	' \$
	GENERAL LIABILITY						EACH OCCURRENCE	s 1,000,000
Α	X COMMERCIAL GENERAL LIABILITY	X		NPP25550147	03/15/2013	03/15/2014	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	\$ 5,000
				5-			PERSONAL & ADV INJURY	s 1,000,000
							GENERAL AGGREGATE	<u>\$</u> 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$ 1,000,000
	POLICY PRO- LOC							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	ANY AUTO						BODILY INJURY (Per person)	s
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	SCHEDULED AUTOS HIRED AUTOS						PROPERTY DAMAGE (PER ACCIDENT)	\$
l	NON-OWNED AUTOS							\$
								\$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	\$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$
	DEDUCTIBLE							\$
	RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	i					WC STATU- OTH- TORY LIMITS ER	
	ANY PROPRIETOR/PARTNER/EYECUTIVE	N/A					E.L. EACH ACCIDENT	\$
	(Mandatory In NH)						E.L. DISEASE - EA EMPLOYEE	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
The certificate holder is added as an additional Insured as respects the negligence of the named insured regarding: "Into the Woods"

Reheasals:1/18-20 2014

CE	R	TIE	FIC	ΑT	Έŀ	10	LD	ER

Sandia Preperatory School Choir Room 532 Osuna Blvd. Albuquerque, NM 87113

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Sus

© 1988-2009 ACORD CORPORATION. All rights reserved.