

ICEC Reservation Request Form

Please provide the following information as accurately as possible. Upon its review, you will receive a quote and a contract thereafter, if you decide to rent the facility. The reservation will be complete only after the contract is signed, security deposit submitted and a contact person has been assigned.

The deposit is **\$500** for the Main Hall and **\$300** for the Upstairs Rooms, and is due at least **14 days** before the day of the event. It is refundable after the event. The rental charges include tables and chairs.

Accepted mode of payment: **Money Order** or **Bank Certified Check** (Draft) made out to 'ICEC'.

Mail to: **ICEC, 1115 SW 13th St. Gainesville, FL 32608.** *No personal checks or credit cards, please.*

Please print or write in UPPER case letters.

Date of Request ____/____/____

Event Date-Time From: ____/____/____ ____:____ AM/PM

To: ____/____/____ ____:____ AM/PM

Number of Attendees (expected) _____

Room(s) (Please check) ☐ Main Hall ☐ Upstairs Room(s) ☐ Food-warming Area

Other Amenities (Please check) ☐ Stage Lights ☐ Projection Screen

Decoration / Setup ____/____/____ From: ____:____ AM/PM To: ____:____ AM/PM

Contact Person (In-charge for the Event)

Name _____

Address _____
(No PO Box)

Phone: (____)____-____ E-mail: _____

Additional Equipment (e.g. Halogen Lights, Sound System, Mics (Nos.), Projector Screen)

For Official ICEC Use Only

Person signing the Contract: _____ Total Rental Charges \$ _____

Contract Signed Date ____/____/____ Deposit Amount \$ _____

Have the check-out rules been handed over and explained in advance? ☐ Yes ☐ No

Names of Parking Attendants _____

Custodian Name: _____ Phone: (____)____-____

Technician Name: _____ Phone: (____)____-____

Additional Information (if any): _____

Check-out Time ____/____/____ ____:____ AM/PM

Custodian's Observations: _____



India Cultural and Education Center

RULES FOR PARKING

1. You can park inside the premises of ICEC only when you are attending/organizing a program at ICEC.
2. Parking is allowed only in an authorized space, designated by a cement tire bumper.
3. While parking on the paved area, always pull your vehicle all the way up against the cement tire bumpers. This is very important to have clear passage for emergency vehicles.
4. When parking in the unpaved area in the back, park only in the spaces designated by a cement tire bumper. Center your vehicle with the bumper and pull all the way up to the bumper.
5. Do not leave more than 3 feet of space between cars. Leaving too much space will deprive others of a parking space.
6. Do not block any vehicle or passage. Driveways and turnaround must be left free for emergency vehicles at all times.
7. ICEC does not assume any responsibility for vehicles or their contents.

Any vehicle violating these rules will be towed. Vehicle owner will assume all the costs of towing.