

Terms and Conditions

CHECK IN time is at 3:00 P.M. / CHECK OUT is at 11:00 A.M.

FRONT DESK HOURS OF OPERATION: Monday-Friday, 8:30 a.m.– 5:00 p.m. (EST), Saturday-Sunday Hours Vary – Please Call.

GUARANTEE POLICY: Upon execution of this Agreement, all reservations must be guaranteed to a Visa, MasterCard or direct bill account (if applicable). Credit card numbers are held for guarantee purposes only and will not be charged prior to your group's arrival at the Lodge. Guest rooms held with a credit card will only be charged if you do not follow our cancellation policies and/or do not arrive at the Lodge on the date confirmed. Requested room categories and locations are subject to availability at time of registration.

PAYMENT METHOD / CREDIT ARRANGEMENTS: A Direct Bill account may be established by the Group prior to check-in and at least 14 days in advance of event date subject to approval by the Management of Laws Lodge. In addition the Lodge accepts cash, check, Visa and MasterCard.

GUEST ROOM MINIMUM: Laws Lodge is relying on, and the Group agrees to provide, a minimum of 12 guest room nights. Should the Group fall below this amount, the Group will be responsible for the difference between the minimum guest room nights reserved and actualized guest room nights multiplied by the daily room rate plus applicable taxes multiplied by 80%. Daily Room Rate x Applicable Taxes x 80% = Total Due for unused guest room nights.

ROOMING LIST: A preliminary rooming list for guest room blocks is due thirty-one days prior to scheduled arrival date. Final rooming list is required ten-days prior to scheduled arrival date.

CUT-OFF DATE & INDIVIDUAL RESERVATION CANCELLATION: The "cut-off date" is scheduled on November 25, 2011 reservation requests received after the cut-off date will be based on availability at the Hotel's prevailing rates. Individual reservations may be canceled prior to 72 hours of arrival. Should an individual reservation be canceled within 72 hours prior to arrival the individual/group will be assessed first night room rate plus applicable taxes.

CANCELLATION OPTION: We will reserve your contracted guest rooms and meeting space, according to the Schedule of Events, to the exclusion of other business opportunities and space is considered definite. The Group may cancel this contract without cause upon written notice to the Lodge at any time prior to the event and upon payment of an amount based on the following scale, plus applicable taxes.

Cancellation three (3) months to 31 days prior	40% of projected guest room nights and meeting space revenues
Cancellation within 31 days	60% of projected guest room nights and meeting space revenues

The canceling party shall make payment due as a result of this cancellation option at the time this Agreement is canceled by written notice.

EARLY ARRIVAL: We will gladly accommodate early arrivals if guest rooms are available.

LATE ARRIVAL: Laws Lodge is staffed during normal business hours Monday-Friday. Guests arriving after normal business hours will need to contact the Lodge to receive our "Late Arrival Procedures" in order to obtain entry to the building.

LATE CHECK OUT: Guests will need to check-out by no later than 11:00 a.m. to avoid billing of another night's room rate plus applicable taxes. We will be happy to extend a guests departure time (additional fee will apply) as long as doing so does not inconvenience arriving guests. Guests may make arrangements at the front desk to store their luggage for late departure.

CONFERENCE BUSINESS CENTER: The Conference Business Center offers guests the use of computer, photocopier, printer and fax machine. The service center is self-serve and a fee schedule does apply. Hours of Operation are Monday-Friday, 8:30 a.m. – 4:30 p.m.

COMPLIMENTARY COFFEE: Coffee is provided Monday-Friday 7:30 a.m. – 10:00 a.m. in the lobby for guests staying at the Lodge. Groups utilizing our conference facilities will need to arrange for beverage/coffee service thru an "LPTS" approved caterer.

FOOD AND BEVERAGE: An "LPTS" approved caterer must supply all food and beverages required for events being held in the Lodge. Event Host(s) or their guests are prohibited from bringing food and/or beverages of any kind into the Lodge without prior written consent from Lodge Management.

ALCOHOLIC BEVERAGES: Alcoholic beverages may not be served or consumed in Laws Lodge. The Event Host(s) shall not sell, give away or deliver, or cause or permit any caterer to sell, give away or deliver, any alcoholic beverages in the Lodge.

HOUSEKEEPING: Since we are committed to keeping the Lodge affordable, we offer weekly (five days) rather than daily housekeeping services. Guests may access a “Guest Services Closet” to obtain additional coffee, condiments, toiletries or linen during their stay.

SETUP REQUIREMENTS: Conference facilities are arranged in a hollow square or classroom style configuration per the standard seating chart. Special setup requests are required (10) days prior to the scheduled arrival date and will be accommodated if possible. Events, which require multiple setups, are subject to an additional setup fee.

AUDIO-VISUAL: Each conference facility is equipped with the latest technological equipment advances necessary for successful meetings. Please refer to the audio-visual equipment inventory by conference facility chart. Requests for additional audio-visual equipment such as flip charts, markers, overhead projector, slide projector, TV/VCR, and stand up lectern with microphone are based on availability and subject to an additional fee. **Please note: Conference presenters must provide their own laptop to make presentations using the digital projectors located in either the Grubbs or Ridings conference facilities. They can also use a high-resolution monitor in the Conrad conference room. Apple Computers are not supported by the Lodge so we cannot address their compatibility with our systems. Presenters wishing to connect to the Internet in the Lodge may use the wireless high-speed Internet and/or dial up connection located in each of our conference facilities. They will also need to have a modem installed in their laptop and a valid dial-up account with an ISP of their choice.**

LAUNDRY: For guest convenience a self-service, coin operated laundry facility is located in the lower level.

NEWSPAPERS: The Courier Journal and USA Today newspapers are delivered daily to our lobby for guest convenience.

OCCUPANCY LIMITS: Guests rooms are limited to a maximum of three persons per room.

PARKING: Parking is available in the lot adjacent to Laws Lodge. Parking on the grass or in the Lodge unloading area, roadway, or any fire lane is prohibited.

PET POLICY: No pets please, unless for service use. Guests will be subject to a \$50.00 non-refundable, pet deposit for any unauthorized pet(s).

ROLLAWAY BED/CRIB: Special requests for rollaways and cribs will be subject to availability and additional charges will apply.

SIGNAGE: In order to maintain the integrity and aesthetic quality of the lodge, nothing shall be posted, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. No signage may be displayed in the Lodge without prior consent from Lodge management.

SMOKING POLICY: Laws Lodge is a smoke-free environment. Smoking is permissible outdoors.

TELEPHONE POLICY: Only personal or prepaid long-distance calling cards may be used to place long distance calls; long distance calls cannot be billed to a guest room. Pre-paid long distance calling cards are available to purchase at the front desk. Guests must provide associates with their guest room number in order to receive calls over the weekend or weekdays before 8:30 a.m. and after 5:00 p.m. Incoming calls can be received by dialing (502) 992-0220 + Guest Room Number.

CONCURRENT USE: Group understands and agrees that the Facility is customarily used by more than one party concurrently and agrees to allow LPTS to exercise its sole discretion to moderate the sound volume of the Event, whether consisting of electronically amplified sound or loud and obnoxious crowd noise. Group agrees to cooperate with the efforts of LPTS to control sound volume for the benefit of all guests of the Facility.

LAWS & REGULATIONS: The Lessee shall comply with and abide by laws and regulations of the United States and the Commonwealth of Kentucky, the ordinances of the City of Louisville, and the regulations of the Alcohol and Beverage Control Commission, the Board of Health, and the Louisville Police and Fire Departments.

BREACH OF LEASE: LPTS RESERVES THE RIGHT TO CANCEL THE LEASE IMMEDIATELY UPON THE BREACH OF ANY OF THE TERMS AND CONDITIONS of this Lease. LPTS may cancel prior to or during the Event. Upon cancellation for breach, Lessee shall forfeit the Damage Deposit, the Rental Fee, and all monies paid to LPTS.

IMPOSSIBILITY: This agreement is, however, subject to termination for cause without liability to “LPTS”, under the following circumstances. Should occurrence of conditions such as strikes, acts of God, civil disturbances, terrorism, disaster, or any other emergency of a comparable nature which are beyond the control of Louisville Seminary render the requested facilities inoperable, unavailable, or unsuitable for their intended purpose the Seminary will have no responsibility for providing alternative facilities, electricity, housing, or catering and will not be liable for any bodily injury, death, property damage, loss, or other services.

CONTROL & RESPONSIBILITY: None of the provisions of this Lease shall be construed as reserving to LPTS any right to exercise control over or direct the activities, business or operations of the Lessee in the conduct of the Event. It is understood and agreed that the entire control and direction of the Event shall be and remain in the Lessee, and neither the Lessee nor any other persons employed by him or her shall be deemed or considered employees or agents of LPTS.

RELEASE FROM LIABILITY AND INDEMNITY: CAUTION!!! – READ BEFORE SIGNING- Lessee shall protect, indemnify, hold harmless, and defend LPTS, its officers, directors, employees, agents, servants, and invitees, from and against all losses, claims, liabilities, and other expenses of litigation, because of bodily injury, death, and property damage, which occur, either directly or indirectly, in connection with the Event or Lessee's operations or by reason of any act or omission of Lessee or its guests, invitees, musicians, florists, decorators, parking personnel, employees or agents, regardless of whether or not such loss, claim, liability or expense is caused in whole or part by any party to be indemnified hereunder. Lessee further assumes the risk and releases LPTS, its officers, directors, employees, agents, servants, and invitees from any such claims, demands, injuries, damages and causes of action of any nature whatsoever arising out of or in connection with the Lessee's use of the facility, regardless of fault. Specifically, LPTS shall have no liability for any such losses, claims, liabilities, and other expenses of litigation, because of bodily injury, death, and property damage, which occur, either directly or indirectly, in connection with the Event or Lessee's operations or by reason of any act or omission of Lessee or its guests, invitees, musicians, florists, decorators, parking personnel, employees or agents. By signing the lease agreement, Lessee fully agrees to these terms, and Lessee promises and warrants that he/she fully understands the terms and accepts the terms freely, knowingly, and voluntarily.

WAIVER/COVENANT NOT TO SUE: CAUTION!!! – READ BEFORE SIGNING - Lessee fully waives, releases and discharges LPTS from all claims, damages, actions, causes of actions, and liability now existing or hereafter arising out of or in any manner connected with the Lessee's use of the Facility pursuant to this Lease. Lessee further agrees not to sue LPTS based upon liability now existing or hereafter arising out of or in any manner connected with the Lessee's use of the Facility pursuant to this Lease. This term should be read in conjunction with the foregoing Release From Liability and Indemnity Provision and should be construed as consistent with the terms and conditions stated therein.

NO ASSIGNMENT: The Lessee may not assign this Lease.

Laws Lodge Conference Center
1044 Alta Vista Road
Louisville, KY 40205
(502) 992-0220