



Central Texas Litigation Support Services, Inc.

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EVENT INFORMATION		
Meeting or Event Title		
Date of Meeting or Event	/ /	
Name of Contact Person of Event	Telephone:	Cell Phone:
Room(s) Reserved: Rooms are furnished with Coffee, Water & Soft Drinks	<input type="checkbox"/> Cyprus Meeting Room (4-6 people) <input type="checkbox"/> Tuscany Meeting Room (8-10 people) <input type="checkbox"/> Milan Royale Conference (20-50 people)	
Total Estimated Attendance	# _____ persons	
MEETING/EVENT SCHEDULE		
What time will the parties expect to arrive?		
What time does the meeting/event begin?		
MILAN ROYALE MEETING ROOM SET UP	<input type="checkbox"/> Conference Style / Executive Style <input type="checkbox"/> Theater Style <input type="checkbox"/> "U" Shaped Conference	
Will your meeting require catering?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you need assistance in ordering food?	<input type="checkbox"/> Yes (if yes, we may be able to assist your needs) <input type="checkbox"/> No	

Client assumes all risk of, and agrees that Central Texas Litigation Support Services, Inc. "CTL" shall not be liable for any damage to property or injury to or death of any persons including, without limitation, Client or its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, in, on, or about the CTL premises from any cause excepting where such damage or injury arises out of the gross negligence of CTL. Further, Client shall fully indemnify and hold CTL and its respective members, directors, officers, employees, insurers, attorneys, and agents harmless from all claims, demands, actions, causes of action, losses, damages, or liability (including, with limitation, all expenses of litigation, court costs, and attorney's fees) for any injury or death to any person, including, without limitation, any injury, disfigurement, or death, any claims for medical expenses, pain, and suffering, mental anguish, emotional distress, loss of consortium, or for lost wages, or any injury to any property received or sustained by any person or property, arising out of the acts or negligence of the Client or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, or the performance, or failure to perform by the Client or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, any of the Client's obligations under this Agreement, even if such claim is based on a claimed negligent action of any of the indemnities.

I HAVE READ THE ENCLOSED INFORMATION AND AGREE TO ABIDE BY THE MEETING ROOM POLICIES AND AGREEMENT SET FORTH BY CENTRAL TEXAS LITIGATION SUPPORT SERVICES, INC.

Client:

Signed: _____ Date: _____