

Waiver and Release of Liability Form

THE HUB

WRD
2

OVERVIEW

To provide a way for customers to show that they take full responsibility for any injuries that result from participating in activities, many organizations require patrons to sign a Waiver and Release of Liability Form. This form will protect The Hub and its members from frivolous lawsuits and make patrons aware of the risk of injury that can occur.

STRATEGIES

1. The only graphic to be used is The Hub logo (installed from The Hub Resource CD).
2. Since this is a legal document, keep the font simple.
3. Read through all instructions prior to completing the project.

INSTRUCTIONS

1. Using Microsoft Word, create a new document.
2. Save the document as Project WRD-2 Waiver Form in your "Word" folder under "The Hub" folder.
3. Set the page size to 8.5 inches wide x 11 inches tall with a 1 inch margin on all sides.
4. Choose an easy-to-read font, and keep the font size to a maximum of 10 - 12 points, unless otherwise noted.
5. Be sure your document's line spacing is set up using single spacing with no additional line spacing between paragraphs.
6. On line one of the document, key the following heading right-aligned, single-spaced, and 9 point bold:

The Hub
Your Name, Office Specialist
600 Hub Street
Austin, TX 73301
Phone: 1-888-555-TEEN (8336)
Fax: 1-888-555-HANG (4264)
Email: info@thehub.net
www.thehub.net

7. At the top left-hand corner of the page, insert The Hub logo, installed from The Hub Resource CD. Resize the logo so it is in proportion with the rest of the document.

your TASK

Your task is to create and design a Waiver and Release of Liability Form for The Hub that members and one-time customers will be required to sign. If the patron is under 18, a parent or legal guardian, with proper ID, must sign in the presence of a Hub employee.

the SKILLS

- Change case
- Format font sizes
- Format font styles
- Use text boxes
- Use the Find feature

Waiver and Release of Liability Form

- 8.** Double-space and key the following information centered, single-spaced, and 14 point bold:

Waiver and Release of Liability, Assumption of Risk, Indemnity, and Parental Consent Agreement for The Hub

- 9.** Double-space and key the following information justified, single-spaced, and 10 point:

In consideration of being allowed to participate in any way in any event or activity at The Hub, I, the undersigned, acknowledge and agree that by participating in any activity, event, workshop, contest, rehearsal, or performance, there is a possibility of physical injury. I voluntarily agree, therefore, to assume all risks and responsibility for any such injury or accident which might occur to me or my child(ren) during any of The Hub's activities. I also exempt, release, and indemnify The Hub, its owners, agents, volunteers, assistants, employees, guest performers, and/or members and patrons from any and all liability claims, demands, or causes of action whatsoever and from any damage, loss, injury, or death to me, my child(ren), or property which may arise out of or in connection with participation in any activities or events conducted at The Hub. I further hereby voluntarily agree to waive my rights and assign to hold The Hub, its owners, agents, volunteers, assistants, employees, guest performers, members and/or patrons liable for such damage, loss, or injury. I understand that I should be aware of my physical limitations and agree not to exceed them. If I am signing this waiver for my child(ren), I certify that I am the parent or legal guardian and have the right to waive these rights.

- 10.** Double-space and key the following information left-aligned, italicized, and single-spaced:

I have read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

- 11.** Double-space and key the following customer/member information left-aligned and single-spaced. Allow the underline to extend to the right margin without wrapping to the next line:

Signature Date _____
(If participant is under the age of 18, parent/legal guardian signature)
Parent/Legal Guardian Signature _____
Customer or Member (please circle to indicate one-time visit or new membership)
Printed Name of Customer/Member _____
Address, City, State, and Zip _____

Home Phone _____
Cell Phone _____
Email Address _____
Emergency Contact Name _____
Contact's Relation _____
Contact's Phone Number _____

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12. Select the text in step 8 and change it to ALL CAPS.

13. Select the text in step 10 and change it to ALL CAPS.

Find all occurrences of the phrase "The Hub" in any case, and change it to bold.

NOTE: Carefully check that all forms of The Hub are in bold.

14. At the bottom right-hand corner of the page, insert a 1.75 inches high x 2 inches wide text box and key the following information double-spaced, and 9 point:

FOR OFFICE USE ONLY

Database Y/N

Date entered:

Entered by:

15. Carefully proofread your work for accuracy and format. The document should fit on one page.

16. Resave the file.

17. Print a copy of the document if required by your instructor.



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600 Hub Street
Austin, TX 73301
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Fax: 1-888-555-HANG (4264)
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WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK, INDEMNITY, AND PARENTAL CONSENT AGREEMENT FOR THE HUB

In consideration of being allowed to participate in any way in any event or activity at **The Hub**, I, the undersigned, acknowledge and agree that by participating in any activity, event, workshop, contest, rehearsal, or performance, there is a possibility of physical injury. I voluntarily agree, therefore, to assume all risks and responsibility for any such injury or accident which might occur to me or my child(ren) during any of **The Hub's** activities. I also exempt, release, and indemnify **The Hub**, its owners, agents, volunteers, assistants, employees, guest performers, and/or members and patrons from any and all liability claims, demands, or causes of action whatsoever and from any damage, loss, injury, or death to me, my child(ren), or property which may arise out of or in connection with participation in an activities or events conducted at **The Hub**. I further hereby voluntarily agree to waive my rights and assign to hold **The Hub**, its owners, agents, volunteers, assistants, employees, guest performers members and/or patrons liable for such damage, loss, or injury. I understand that I should be aware of my physical limitations and agree to not exceed them. If I am signing this waiver for my child(ren), I certify that I am the parent or legal guardian and have the right to waive these rights.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Signature Date _____
(If participant is under the age of 18, parent/legal guardian signature)
Parent/Legal Guardian Signature _____
Customer or Member (please circle one to indicate one-time visit or new membership)
Printed Name of Costumer/Member _____
Address, City, State, and Zip _____

Cell Phone _____
Email Address _____
Emergency Contact Name _____
Contact's Relation _____
Contact's Phone Number _____

FOR OFFICE USE ONLY

Database Y/N

Date entered:

Entered by: