

Customer Name
 Department
 Address

June 7, 2016

Event Coordinator: FName LName
 Telephone: (xxx) xxx-xxxx
 Email: xxxxxx@xxxxx

This PROPOSAL between the Cumberland County College and Customer Name is for the use by Customer Name of facilities in The George P. Luciano Family Center for Public Service and Leadership. The Event Name presented by Customer Name will be held in the Banquet Room with an anticipated attendance of 100 with three separate meeting rooms.

Schedule & Personnel

<u>Day/Date</u>	<u>Time</u>	<u>Event</u>	<u>Personnel</u>
Monday, October 10, 2016	7:30 am – 4:00 pm	Conference	Facility Supervisor

Fees and Charges

Facilities

Conference & Events Center – Banquet Room	\$1,415.00
Conference & Events Center – Meeting Rooms 1, 2 & 3.....	\$780.00
Estimated Facility Fees:	\$2,195.00
10% Multi-Space Discount:	-\$219.50
Total Estimated Facility Fees:	\$1,975.50

Personnel

Facility Supervisor.....	No Charge
--------------------------	-----------

Food Service (Final headcount due by Wednesday, October 5, 2016)

Continental Breakfast @ \$6.75 pp for 100 people	\$675.00
Basic Deli Platter w/pasta salad, cookies and cold beverages @ \$10.25 pp for 100 people	\$1,025.00
Coffee Refresh @ \$1.25 pp for 100 people.....	\$125.00
Total Estimated Food Service Fees:	\$1,825.00

Linens

10 Linens @ \$3.50 each.....	\$35.00
------------------------------	---------

Total Estimated Event Fees: \$3,835.50

Deposit

A non-refundable, fifty percent deposit of \$1917.75 will be due with return of contract and no later than two weeks after receipt of contract. An invoice will be mailed following the event. Final payment is due 30 days from date of invoice.

Cancellations

Confirmed events which are cancelled by the user are subject to the following costs:

- Fourteen (14) days or less prior to the event the user will forfeit one hundred percent (100%) of the appropriate deposit and is responsible for all expenses incurred by the Center for the scheduling and presentation of the event.

- Fifteen (15) to thirty (30) days prior to the event the user will forfeit fifty percent (50%) of the appropriate deposit and is responsible for all expenses incurred by the Center for the scheduling and presentation of the event.
- Greater than thirty (30) days prior to the event the user will receive a full refund of the appropriate deposit but is responsible for all expenses incurred by the Center for the scheduling and presentation of the event.

Insurance

All external users are required to provide the College a certification verifying the maintenance of comprehensive liability insurance in the amount of one million dollars. Cumberland County College must be named as the additional insured under the users policies for the day(s) of the event. A certificate of insurance confirming the amount of coverage and naming Cumberland County College as additionally insured must be submitted two weeks prior to event. Additional insurance coverage for property damage or product liability may be required depending on the type and content of the event.

Alcohol Policy

Requests to hold events with on-campus alcoholic beverage service and/or consumption must be approved by Conference Center management prior to contracting of event. If no prior approval is given, the applicant(s) will be informed to remove all alcoholic beverages from the facility, and may forfeit privileges for use of the facility without a refund from the Conference Center.

Any person arriving intoxicated from drinking elsewhere will be barred. Any person deemed intoxicated or disruptive will be asked to leave an event. Further sanctions may apply.

General Conditions

The Conference & Events Center Facility Supervisor will be the first person on-site and the last person to leave.

The facility supervisor will arrive no more than one hour before scheduled event start time.

The Conference & Events Center will not assume responsibility or liability for personal property and/or equipment brought onto or left on the property.

An authorized representative, from the rental party, must remain on the premises throughout the period it is reserved. Groups composed of youth (under the age of 21) must be supervised at all times by at least one adult for each sixteen youths. The undersigned agrees to take responsibility of all the conduct of all persons attending their function.

The undersigned, hereby agrees to be responsible for any damages to the facilities occurring. No signs, posters, or decorations of any kind are to be used in the Conference Center unless approved by CEC management. No tape, tacks, staples, etc. are to be used on walls and/or furniture. No candles or open flames are permitted, except in the use of chafing dishes or other catering related items. In the event proper authorization is not received and damage results, the full cost of repair and/or replacement will be charged to the renter.

No pets are permitted inside or outside of the facilities on the property.

The interior campus grounds of Cumberland County College are tobacco/smoke free as of July 1, 2013. Tobacco use is only allowed in the lettered parking lots (A, B, C, D, E, F, G, H, I, J, K, L).

BY SIGNING THIS AGREEMENT, THE CUSTOMER NAME ACKNOWLEDGES AND AGREES THAT IT WILL INDEMNIFY THE CUMBERLAND COUNTY COLLEGE AND ITS TRUSTEES, EMPLOYEES, AGENTS, STUDENTS, GUESTS AND INVITEES AND DEFEND THEM AT ITS SOLE EXPENSE AND HOLD EACH OF THEM HARMLESS FOR LIABILITY UPON ANY AND ALL CLAIMS OF ANY NATURE WHATSOEVER, ATTRIBUTABLE TO THE ACTS OR OMISSIONS OF THE CUSTOMER NAME AND/OR ITS MEMBERS, OFFICERS, EMPLOYEES, AGENTS, GUESTS, INVITEES, AND ATTENDEES IN CONNECTION WITH THE EVENT NAME TO BE HELD AT THE COLLEGE CAMPUS PURSUANT TO THIS AGREEMENT.

All materials will be removed at the conclusion of the meeting.

Cumberland County College

Beatrice Hughes, Director
Conference & Events Operations

Date: June 7, 2016