

EVENT: *ABC Company Seminar*

RESPONSIBLE PERSON: John Doe

ARRIVAL DATE/TIME: June 1, 2020 8:00 a.m.

PHONE NUMBER: xxx-xxx-xxxx

DEPARTURE DATE/TIME: June 1, 2020 12:00 p.m.

E-MAIL ADDRESS:
FAX NUMBER:

NO. OF PARTICIPANTS: 35

BILLING ADDRESS: ABC Company
Attn: John Doe
123 Anywhere Street
Jackson, MS 39202

Conference Rental Account Number: XX-XX-XX-XXXX-XXXX

FACILITIES	NUMBER OF PARTICIPANTS	NUMBER OF DAYS/NIGHTS	PRICE PER DAY/NIGHT	TOTAL
Student Center Theater		1	\$ 200.00	\$ 200.00
ESTIMATED COST OF FACILITIES				\$ 200.00
TOTAL				\$ 200.00

NON-REFUNDABLE DEPOSIT \$ 80.00 **DUE ON OR BEFORE** April 1, 2020

CERTIFICATE OF LIABILITY INSURANCE **DUE ON OR BEFORE** April 1, 2020

Failure to provide proof of liability insurance may result in cancellation of this event.

BALANCE OF PAYMENT \$ 120.00 **DUE UPON RECEIPT OF FINAL STATEMENT**

BELHAVEN CONTACT: Conference Services Coordinator

PHONE NUMBER: 601.968.5914

Address: Belhaven University
ATTN: Conference Services, Box 157
1500 Peachtree Street
Jackson, MS 39202

The above stated arrangements are acceptable. If additional facilities or special provisions are requested, this contract will be amended. I understand that the payments must be received by Belhaven University as listed above to guarantee my reservation.

I also understand that I will be responsible for any damages or repairs necessary as a result of this event and will be billed at replacement or repair cost. An itemized statement to this effect will be sent following the event and will be due upon receipt.

Accepted: _____
Name

Date: _____

Name of Organization

Confirmed: _____
Belhaven University Representative and Title

Date: _____

**BELHAVEN UNIVERSITY
CONFERENCE SERVICE CONTRACT**

The following constitutes an understanding and agreement between Belhaven University (hereafter may be referred to as "University") and (organization name) (hereafter referred to as "Client"):

- 1 University agrees and does permit Client to conduct an event in the facilities owned and operated by University at its campus in Jackson, Mississippi, upon the conditions set forth in this contract.
- 2 University shall provide the services and facilities, listed above, to Client, and in return, Client shall pay to University certain fees, with the understanding that all fees identified in this section and elsewhere in this contract are based on specific service requests.
- 3 Client agrees to abide by all Belhaven University regulations as set forth in this contract.
- 4 All events held at Belhaven University must support the mission of Belhaven University which can be viewed at <http://www.belhaven.edu/belhaven/mission.htm>. Belhaven University Conference Services reserves the right to refuse any event that does not support the mission of Belhaven University.

REGULATIONS AND LIABILITY:

- A Client agrees to insure that all participants abide by all University policies established for the safety and well-being of all.
- B All fire-related equipment, including fire extinguishers, hoses, alarms, exit signs, and notices are available for the purpose of saving lives. The equipment is to be used for fires only. Unauthorized use of, or tampering with any safety equipment is a serious violation and results in participant being asked to leave the Campus. It is also a criminal violation and may result in prosecution. Exit signs are considered in this category as well. Fire doors must remain closed at all times.
- C Client agrees not to permit its participants to bring pets to the campus.
- D Client agrees not to move any furniture or equipment without the prior permission of University. If such permission is given, Client will return furniture and/or equipment to its original position(s) before the termination of the event.
- E Swimming is not allowed in the lake. Any participant found swimming in the lake will be asked to leave the Campus.
- F Client will be responsible for any and all losses, damages, or thefts caused by its participants to Belhaven's facilities. Any property damage will be billed at replacement or repair costs to University, and an itemized statement to this effect will be sent following the event and will be due upon receipt.
- G In special circumstances, University reserves the right to substitute comparable or available facilities. The facilities as described in this contract (or comparable facilities) are reserved exclusively for the use of Client for the dates and times at the rates specified. No reductions in rates can be made for facilities reserved and unused.
- H University reserves the right to approve any and all informational, promotional and advertising materials for the event which mention Belhaven University; therefore, Client agrees to present such materials to University prior to their distribution or publication. (Send copy of all advertising with this contract.) _____
Please Initial
- I Client agrees to hold harmless and indemnify University against any and all claims, demands, losses, costs and expenses of any nature whatever that may arise out of or by reason of Client's activities undertaken in connection with this agreement/contract and Client's use of any of the facilities or property of University. Should a claim be made by any individual, organization, company or other entity against University or should a law suit be filed against University arising out of Client's activities in connection with this contract, then Client will also, through its insurance carrier or its own right, defend University and all of University employees, officers, Trustees or other officials against such claim or law suit. Client further agrees, through its insurance carrier or in its own right, to retain the services of an attorney to defend University, University employees, officers, Trustees, or other officials from and against any claim or law suit which may be filed.

Please Initial

- J Client shall provide and keep in force, at Client's sole expense, for the benefit of University, general public liability and insurance protecting University against claims for bodily injury or death occurring on or in the University's premises, or in the streets adjacent to the University's premises, for not less than One Million and No/100 Dollars (\$1,000,000.00) per Occurrence for Bodily Injury and Property Damage and \$2,000,000 General Aggregate. A Certificate of Insurance indicating an Additional Insured Endorsement on General Liability in favor of University is required for compliance. Failure to provide proof or liability insurance may result in cancellation of Client's event.

- K Client shall provide proof of Abuse and Molestation coverage if the participants in the event include minors (18 years and under). **Please select one box below and initial.**
 - Participants include minors
 - Not applicable

 Please Initial

- L University is not responsible for personal injury, loss or damage to property or belongings of participants.

- M No controlled substance or alcohol may be possessed or used on campus.

- N University is a tobacco-free campus, therefore the use of tobacco in any form is prohibited on campus.

- O University specifically prohibits the possession of any type of firearms on all property owned by the University (campus grounds, parking lots, garages, plazas, and courtyards). This includes but not limited to any type of firearm, airsoft guns, paintball guns, pellet guns, BB guns, bow and arrows, tasers, explosive devices, illegal knives (pocket knives with blades longer than three inches are prohibited), and any other weapon considered illegal or dangerous.

- P Client will dispose of all trash in trash containers.

- Q Client agrees that use of the Concert Hall will be limited to 800 seated guests. Standing in the aisle is not permitted.

PRINT NAME: _____ SIGNATURE: _____

ORGANIZATION: _____ DATE: _____