

Terms & Conditions



**EVENT AGREEMENT**

THIS AGREEMENT is made this Friday, June 22, 2018, by and between [Subject] (hereinafter referred to as the “Group”) and Peterson Heritage Center (hereinafter referred to as the PHC) located at 151 Connor Street Salt Lake City, Utah 84112.

Meeting Contact:	[Manager]
Title:	[Title]
Group:	[Subject]
Address:	University of Utah
City, State, Zip:	Salt Lake City, UT 84112
Phone:	
Email:	

PHC Contact:	Kristin Brown
Title:	Event Coordinator
Address:	5 Heritage Center
City, State, Zip:	Salt Lake City, UT 84112
Phone:	801-587-2908
Email:	<a href="mailto:kbrown@housing.utah.edu">kbrown@housing.utah.edu</a>

This Agreement applies to the following events, which upon acceptance of this agreement will be removed from the Event Space Inventory at the PHC. Fulfillment of the Event Space shall be the Group’s responsibility, subject to any allowed cancellation set forth herein.

**FUNCTION SPACE**

Date	Start	End	Function	Room	Setup	#ppl	Price

By signing this agreement both parties will be subject to all terms and conditions set forth on page 2, 3 & 4 of this agreement. You will be asked to sign this Event Agreement confirming the detail of your events. Faxed or scanned signatures will be accepted. The person signing below agrees that they are authorized representatives of the above indicated group who have authority to enter this contract. This agreement and the terms and conditions set forth on page 2, 3 & 4 may not be changed or amended unless done so in writing and signed by both parties.

**BILLING**

Credit Card or Check payments shall be paid Seven Days in Advance of the Event with appropriate invoice. If any portion of the billing is in question, the Group shall, within thirty days after closing of the event, advise the PHC accounting department of the specific item(s). The portion(s) of the final billing that is/are unclear or in question will be “suspended” for 30 days, during which time the PHC shall fully research the charge(s) and provide full documentation and proper back-up. The final billing, excluding contested charges, shall be paid within 30 days of receipt of the invoice and thereafter, interest shall accrue at the lower of 5% per month or the highest rate permitted by law. Any disputed items shall be paid within 20 days of the resolution of the dispute and thereafter, interest shall accrue at the lower of 5% per month or the highest rate permitted by law.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_ 1

**Terms & Conditions**  
**GENERAL INFORMATION**

**HOURS OF OPERATION**

The Peterson Heritage Center is open 24 hours day, 7 days a week during the academic year, and 6am to 12am, 7 days a week during the summer and extended break periods. All meeting space is subject to availability.

**AUDIOVISUAL**

If Group reserves audiovisual equipment provided by PHC, PHC will provide staff member to help Group start up the equipment. If would like a technician to be on site for a portion of or the entire event, PHC can assist in arranging for a staff member to be on site with Group during the event. Additional personnel arranged by PHC will be billed to Group. Group is responsible for all personal equipment they use at PHC facilities. Group needs to advise Event Coordinator 7 working days before the event if technician is required.

**SIGNAGE**

Group is able to post signs and banners within the rented meeting space as long as there is no damage to the walls or other areas of the meeting space.

**LINENS**

Linens for groups with receptions, banquets, vendor areas, weddings or other special events will be charged **\$6.00 per linen**. Linens must be ordered at least 14 working days prior to event.

**CATERING POLICY**

All Group-affiliated food and beverage functions including meals must be provided by the PHC Catering Services, Chartwells (801-581-7256).

**ALCOHOL POLICY**

Alcohol is not permitted in any meeting space within the Peterson Heritage Center.

**TOBACCO FREE CAMPUS**

The University of Utah prohibits the advertising, sale, free sampling and use of all forms of tobacco products on University Property, including the Peterson Heritage Center. This includes cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, smokeless tobacco, chewing tobacco, snus, snuff, electronic cigarettes and any other nicotine delivery products other than FDA-approved nicotine replacement therapy products.

**PACKAGE RECEIVING**

Please contact the Event Coordinator handling your event prior to shipping. Due to limited storage space, we request that shipments not arrive any earlier than five days prior to the group's arrival. A charge of \$5.00/package will be charged for storage and \$5.00 per package handling will be charged if you request for our staff to deliver any packages for your event. Any boxes arriving more than five days prior to the arrival of the group will be asked \$5.00 per package per day for storage.

Items should be mailed to the following address:

NAME OF EVENT  
C/O Kristin Brown, Event Coordinator  
5 Heritage Center  
Salt Lake City, Utah 84112

**PEPSICO PRODUCTS**

The University of Utah is sponsored by PepsiCo and is only allowed to distribute PepsiCo products to students, staff, and guests at the university. If you will be handing out items such as water bottles or sodas at a table or another event, please make sure it is Aquafina (for water) or another PepsiCo product. If you would like an extensive list of PepsiCo brands, please visit: <http://www.pepsico.com/Brands>

**PARKING**

Parking on campus requires a permit which is available for purchase online at <http://commuterservices.utah.edu/>. Group may purchase a Parking Lot Moratorium which would allow day visitors to park in a designated lot without a pass. **This does not guarantee entire lot** and does not include overnight parking.

## Terms & Conditions

### **SECURITY**

In certain situations, including events that are open to students or the general public, and all other events designated at discretion of HRE/PHC, Group must hire a University of Utah Security Officers to be present during the entire event. Arrangements for security officers must be made with the University of Utah Police Department at 801-585-1203. Group must notify PHC Event Coordinator once arrangements have been made.

### **OBLIGATIONS OF MEETING SPACE**

1. Quiet Meeting Space: It is agreed that the demeanor of this Meeting is quiet and conversational. Unless identified specifically in the PHC plans or in this Agreement, contracted meeting room spaces has no sight obstructions, and has suitable lighting and sight lines for audiovisual presentations.
2. PHC shall be responsible for ensuring that Group's use of all function space is free from material outside distractions, disturbances, and interruptions within the PHC's control.
3. Compliance with Applicable Laws: Hotel represents that it shall comply during the Meeting Dates with all federal, state and local fire, safety and building codes.
4. The Courtyard shall not be reserved where noise would impact residents without the resident's approval. Late night events would require advance notice to all residents.

### **OBLIGATIONS OF TABLING SPACE**

#### Table Space

- Tables are 6'x3' and include two chairs.
- Reserving groups must provide extension cords, cash boxes, etc.
- All supply or display items must be placed on top of or underneath the table and removed at the end of each day's reservation. No additional display, demonstration, or space is allowed. All publicity must be confined to the table. Posters or signs cannot be fastened to walls, pillars, or glass. Tables may not be reserved for display purposes only and must be staffed at all times.
- Groups are not allowed to relocate their table, it must remain in its original location.
- The Peterson Heritage Center will not provide any storage for groups and is not responsible for any lost, stolen, or damaged property
- Additional tables will be provided on an availability basis and are subject to additional charge.

#### Table Reservations

- Table reservations can be made for a total of 7 days per calendar month, with no more than 4 consecutive days at a time.
- Time slots are for 3 hours per day.
- Unclaimed tables are not made available to others wishing to relocate to a "better" table.
- Cancellations without prior notice may jeopardize future reservations.
- Table space is allocated on a first-come, first-serve basis, based on the time which the tabling request is submitted.

#### Table Usage

- Table spaces are available to recruit members, advocate various issues, fund-raise for an on-campus department, club, organization, or other benevolent causes or promote programs and services. Members or individuals of the campus group perform fund-raisers mentioned above voluntarily.
- Table spaces are available for sales of consumer goods. The products must be sold directly off the table- if additional services are sold "off the table," then that would be classified as a solicitation table. Table fees are due at time the reservation is made.
- Table spaces are available for advertising, order taking, and/or sales of consumer services. Tables used by off-campus groups involved in fund raisers are always classified as solicitation tables. Table fees are due at time the reservation is made.

#### Table Etiquette

- Individuals are required to stay behind the table unless otherwise approved by Housing & Residential Education. Complaints brought to Housing & Residential Education regarding aggressive solicitation will result in immediate removal without refund and may jeopardize future reservations.

#### Food & Beverage

## Terms & Conditions

- Food or beverage arrangements must be made through University Dining Services by Chartwells. Food or beverages may not be sold, distributed, or given away without Chartwells specific approval. One exception to this is that prepackaged, individually wrapped candy may be given away.

### **DAMAGES/LOST ITEMS**

HRE/PHC is not responsible for any lost or damaged items such as gifts, food, electronic equipment, catering equipment or decorations. Meeting space must be left in the same condition as it was found. All personal property must be removed by Group. Any garbage that is not able to fit into trash bins must be taken out to dumpsters by the Group. Renter will be responsible for replacement or repair of any damage to meeting space or other inventory provided by PHC. Extra Cleaning will be the responsibility of Group at the cost of \$50.00 per hour / per staff person.

### **CHANGES, ADDITIONS, STIPULATIONS OR LINING OUT**

Any changes, additions, stipulations or deletions including corrective lining out by either PHC or Renter will not be considered agreed to or binding to the other unless such modification have been initialed and dated or otherwise approved in writing by the other.

### **LIABILITY, INDEMNIFICATION, FINANCIAL RESPONSIBILITY & INSURANCE**

1. Group agrees that they will exercise reasonable care in fulfilling its obligations under this agreement, and in particular, will not:
  - Damage, disturb or deface landscape, structure or property.
  - Disturb, obstruct, or interfere with the regular activities of the University of Utah.
  - Use, provide, or permit to be used any alcoholic beverage on University property.
  - Bring live animals into the building other than service animals.
  - Authorize, conduct or permit any illegal activity on University property; and allow noise levels to extend outside the reserved meeting space.
2. Group will promptly pay HRE, for any damage to University or PHC premises, facilities or furnishings caused by Group, an employee, agent or other representative of Renter, or any Event participant or guest.
3. Group will indemnify PHC and the University for Costs they incur or losses they suffer in connection with:
  - Injury or harm to any HRE/PHC or University employee, agent, representative or guest caused by Group, an employee, agent or other representative of Renter, or any Event participant or guest, or violation of any HRE/PHC or University rules or policies, including the alcohol policy described elsewhere, or any unlawful act, by Renter, an employee, agent or other representative of Group, or any Event participant or guest.

### **SIGNATURE OF BOTH PARTIES**

The Parties hereto have executed this Agreement as of the day first above written.

[Subject]

**Peterson Heritage Center**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

[Manager]\_\_\_\_\_  
Name

Kristin Brown\_\_\_\_\_  
Name

[Title]\_\_\_\_\_  
Title

Event Coordinator\_\_\_\_\_  
Title