

## Wedding Contract

### Reservations \_\_\_\_ Initial Here

All reservations, room set-up, and menu arrangements should be made at least **10 business days** prior to the event.

### Deposit/Payments \_\_\_\_ Initial Here

A deposit in the amount of the room rental cost is required at the time of reserving the room. When the final bill is totaled, any credits for room rental will be deducted from balance of the amount owed. **Payment for all services, i.e. room rental, food and linen services, audio/visual equipment rental, etc. is due in full 5 business days prior to the event.** Any additional services or costs added by the sponsoring organization will be due in full at the completion of your event. If prior arrangements are made for payment from an invoice, questions concerning the sponsoring organization's bill may be addressed up to 30 days following the invoice date. After that date, the bill is binding and no changes to billing will be made. All bills unpaid after 30 days will be assessed finance charges. In the event that your bill is sent to a collection agency, there will be a 35% interest charge added to your unpaid balance. Any organization that chooses to pay for participants' parking will be invoiced the appropriate charges after the event. The University of Central Oklahoma accepts cash, cashier's checks, personal or company checks, Discover Card, Visa, and Master Card as forms of payment.

### Cancellations \_\_\_\_ Initial Here

All cancellations must be in written form and submitted to the University of Central Oklahoma Conference and Events Services Office as soon as possible. A 50% room rental fee will be charged for groups canceling less than **30 days prior** to the event. Events cancelled less than **5 business days prior** to the event will be assessed the full room rental fee. The Conference and Events Services Office reserves the right to cancel any event without notice if the deposit is not received prior to the event or if the sponsoring organization disregards any portion of this contract. Cancellations that have ordered catered food items must be submitted to the Conference and Events Services Office **5 business days** prior to the event. In the event that a cancellation is not received 5 business days prior, the catering portion of the event will be billed for the wholesale cost of food and beverage ordered for the event.

### Force Majeure \_\_\_\_ Initial Here

In the event that either party is unable to perform its obligations under this Agreement as a result of a force majeure, neither party shall be liable to the other for direct or consequential damages resulting from lack of performance. "Force Majeure" shall mean fire, earthquake, flood, act of God, strikes, work stoppages, or other labor disturbances, riots or civil commotions, litigation, terrorism and/or terroristic threats, war or other act of any foreign nation, power of government, or governmental agency or authority, or any other cause like or unlike any cause above mentioned which is beyond the control of either party.

### Food Service \_\_\_\_ Initial Here

Food and beverages served in the Nigh University Center must be ordered through the Conference and Events Office to be supplied by UCO Dining Services. **No outside food or beverage** may be brought into the Nigh University Center. Infractions are subject to surcharge. Due to liability issues, UCO Dining Services prohibits taking any leftover food or beverages from an event. Any customers requesting alcohol for an event must read and sign the University of Central Oklahoma Guidelines and Policy Statement for Service of Alcoholic Beverages and receive approval by the Nigh University Center Director. **Weddings are required to have a minimum of \$2,500 in food and beverage\* purchases\*\*. You may bring in your wedding cake, but all other food and beverage items must be purchased through our office.** \*includes alcoholic beverages \*\*does not include linen charges

### Guarantees \_\_\_\_ Initial Here

When initially booking events, please provide the estimated number of guests you are expecting. Final guarantees are due **5 business days** prior to the event. Guarantees exceeding 25% of the original estimated amount will require approval from UCO Dining Services. The sponsoring organization will be billed at 100% of the guarantee, the number of guests served, or whichever is greater. Guarantees may not be decreased in the 5 business days prior to the event.

### Regulations \_\_\_\_ Initial Here

- The use and/or consumption of illegal drugs, weapons, or firearms on the University of Central Oklahoma campus are prohibited. Any individuals found to have any of these prohibited items will be subject to confiscation by the Campus Police Department and may also be subject to arrest and criminal prosecution.
- Ordinary courtesy will be expected in the Nigh University Center at all times. The sponsoring organization contact should relay all policies of the Nigh University Center to their guests for each event.
- The Nigh University Center hours of operation are **7:00am-12:00am** Sunday-Saturday, with exception to specified holidays and school closed dates. A charge of \$75.00 per hour will be applied to any group requiring the room(s) to remain open after 12:30am for the breakdown of their function.
- In order to provide the best possible service for your event, any changes to your room or audio/visual setup made within 3 days of your event date will be subject to a \$75.00 charge.
- The sponsoring organization and its guests are responsible for all items left in the rooms. Valuables should not be left unattended. Neither the University of Central Oklahoma, nor its employees, officers nor agents shall be held liable for the theft or loss of any items or property from the Nigh University Center. Items found will be turned in to Lost and Found located in the Conference and Event Services Office. Items that are too large for Lost and Found will be discarded if not picked up within one week following the event.
- Early access to meeting rooms will be allowed with discretion based upon availability not to exceed **4 hours** in advance. Any request for earlier access may be subject to charge. Please be aware that there may be another event immediately following yours, therefore it is important for you to clean your room and depart promptly.
- No animals are permitted inside the Nigh University Center with the exception of Service Animals.
- All events having a dance, concert, or serving alcohol will be required to obtain officers from UCO Police Services. One officer per 100 guests is required. Our staff will call UCO Police Services to arrange security for you. There is a cost of \$40.00 per officer, per hour with a minimum of \$120.00. The charge will be added to your reservation.

**Decorations** \_\_\_\_ Initial Here

The use of candles, glitter, fog/smoke machines, and dry ice is **prohibited**. A minimum \$50 clean-up fee will be assessed for ANY glitter found during or following the event. Live Christmas trees and hay bales may **not** be brought into the Nigh University Center. The use of tape, with the exception of blue painters tape, thumb tacks, or nails on doors or walls, including paintings and murals, is also **prohibited**. If electrical cords need to be taped down, use Gaffers tape or blue painters tape, **absolutely no duct tape**. Do not hang decorations/props from any lighting or equipment fixtures. Easels, stands, and bulletin boards are available upon request for signs and displays; however, the sponsoring organization must provide flipcharts and signs. **Moving furniture and fixtures is prohibited**. Individuals and organizations will be held responsible for any negligent or intentional damage to the Nigh University Center property. Any such damage occurring during a scheduled event will be charged to the sponsoring organization. Displays or activities that might cause liquid to be spilled in any room with carpet or parquet floors are not permitted. The sponsoring organization is responsible for leaving the rented room clean. Any room with an unreasonable amount of debris will be charged a clean up fee to be determined by the amount of labor needed. All decorations will be thrown away if they are not removed at the end of the event. You may bring in items from a rental company; however, they must be picked up by 9:00am the following morning. If we must store items that have been left due to an event taking place after yours, you may be assessed a storage fee to be determined by the size and quantities of the items.

**Insurance** \_\_\_\_ Initial Here

The parties intend that each shall be responsible for its own intentional and negligent acts or omissions to act. UCO shall be responsible for the acts and omissions to act of its officers and employees while acting within the scope of their employment according to the State of Oklahoma Governmental Tort Claims Act, Title 51 O.S. ' 151 et seq.

**Miscellaneous** \_\_\_\_ Initial Here

Since the University of Central Oklahoma is a public educational institution, no gratuities will be billed to your account. If you wish to express your gratitude, gratuity must be handled on an individual basis at the time of the event.

**Licensing Clause** \_\_\_\_ Initial Here

Customers must obtain proper license for all music played, computer programs, recordings, or plays that are reproduced for their events. Any customer wanting to sell products at their event must acquire permission from the Conference and Event Services Office.

**Logo** \_\_\_\_ Initial Here

University of Central Oklahoma name and logo may only be used to identify the location. No other use of University of Central Oklahoma's copyrighted property including its names, trademarks, symbols, or logos is permitted without prior authorization.

**Photography** \_\_\_\_ Initial Here

RIGHT TO NAME AND PHOTOGRAPH: The Customer hereby grants to University the right to use the Customer's name, photograph, and likeness in, and in connection with, all forms of: advertising, information programs, promotional material and any and all other materials, including audio and/or video recordings, to promote University programs or activities.

I hereby verify that I have read and understand the foregoing contract and agree to all terms and conditions as set forth above. I further agree to abide by and be responsible for the enforcement of all rules and regulations set forth herein and those of the University of Central Oklahoma. I also affirm by my signature that my organization carries its own insurance.

THE SPONSORING ORGANIZATION FURTHER AGREE TO INDEMNIFY AND HOLD HARMLESS UCO, its officers, agents and employees and/or the Regional University System of Oklahoma Colleges and the State of Oklahoma from any loss, liability, damage or costs, including court costs and attorneys fees, that they may incur, whether due to the negligence of the sponsoring organization (its employees, agents or assigns) or theirs or otherwise.

NOTICE: The University of Central Oklahoma is a Tobacco Free Campus. \_\_\_\_ Initial Here

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**Customer Name**

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**Date**

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**Phone Number**

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**Date of Scheduled Event**

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**Email Address**

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**Banner # or Submit a W-9**

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**Deposit Required**

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**Billing Address**

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**Authorized Signature**