

Hilary J. Boone Center

at the

University of Kentucky

510 Rose Street Lexington, KY 40506-0014
Phone: (859) 257-1133 Fax: (859) 257-3568

Special Events Contract

This Contract (the "Contract") is entered into by and between the Hilary J. Boone Center, a Kentucky non-profit corporation (the "Center") and

Contracting Party: _____

Event Contact Person: _____

Address: _____

Member #: _____ of the Hilary J. Boone Center

Phone # (Member): _____ Phone # (Event Contact): _____

Email address: _____

On this the _____ day of _____ 200_____.

Date of Event: _____, 200_____. Number of Guest: _____

Start Time: _____ End Time: _____ Meal Service Time: _____

The Center shall make the facilities reasonably available to the Contracting Party for purposes of planning, staging and hosting. The Contracting Party agrees to timely remove all set-ups and restore the Center to its previous condition at the conclusion of the event, excepting normal and reasonable wear and tear.

Catering Services:

The Center shall provide all food and beverages served. A schedule of all food and beverage selections and the cost for such selections shall be attached to this Contract as Exhibit A and by reference be specifically incorporated hereto.

Menu and a guaranteed head count should be given ten (10) days prior to event.

Special Events Contract, continued

Payment Terms:

A \$1000 deposit is required with this contract to reserve the Center for the specified date and time. (The deposit is refundable only if a written request for cancellation is received by the Center 30 days prior to the reserved date.) The final balance for contracted services is due fourteen (10) days before the contracted date of the event and any "open" agreements for services including bar services must be settled immediately after the event.

In the event of sever weather, the Boone Center will follow the University of Kentucky's schedule. A case by case assessment will be made for contracting parties who wish to host their events. If needed, every effort to reschedule events will be given. However, if the Center is open and the contracting party chooses to cancel due to weather, the contracting party will be assessed the price of food as quoted minus fees and taxes.

The Contracting Party agrees to be responsible for ensuring that the Contracting Party, all members of the Event and their guests must adhere to all applicable rules and regulations of the Center while on the premises. A failure to comply with the applicable rules and regulations of the club may result in cancellation of the event and forfeiture of fees paid.

Please be advised that the use of aerial favors and sparklers are strictly prohibited on the Center premises.

Litigation:

The Contracting Party shall indemnify and hold harmless the Center for all damages to the property and any injury to the Contracting Party or guest caused by their actions or interactions. Specifically the Contracting Party shall be responsible for all damages and injuries caused by the Contracting Party or their guests.

Wherefore, this Contract and attachments, effective as of the day and year first written above, constitute the entire agreement of the parties and no other agreement (either oral or written) not incorporated herein is valid unless agreed to in a writing that is signed by both parties.

All food and beverage is subject to 20% facility staffing fee and 6% Ky sales tax.
Fees do not include staff gratuity

Hilary J. Boone Center,

By: _____

Print Name: _____

Title: _____

Contracting Party,

Signature: _____

Print Name: _____

