

Event Rental Contract

Event & Contact Details Name: Event Name: UK Affiliation: Guest Count: Address: Date(s): Fax: Time(s): Phone: Email: ☐ This is a recurring event. If the box is checked, please include the last date of the recurrence Room(s) ☐ Ballroom ☐ Lounge ☐ Past Presidents Room ☐ Upstairs Board Room ☐ Mezzanine (no extra cost, □ Library ☐ Patio ☐ Great Hall & Library incl. in Great Hall & Library rate) **Billing Information** Pay by Credit Card Pay by UK Account □ Visa ☐ Master Card Cost Center #: G/L Account #: □ Discover ☐ American Express Card Number (last four digits): XXXX-XXXX-XXXX-V-Code (3 digits on back): Expiration Date: SIO Number: XXX Name on Card: WBS Element: Billing Address: Billing Phone: UK Account Charge: Event description required by UK Billing Email: General Accounting Office - Faculty, Staff, Students. Please add billing account information to the contract prior to faxing or scanning back to the UK Alumni Pay by Check Association if it is not already listed above. Payable to UK Alumni Association King Alumni House NOTE: The Facility User is responsible for any damage done to furniture or the House during the event. All Attn: Nancy Culp rooms are inventoried and checked after each event for damaged items. Damage costs will be charged to credit 400 Rose Street card or cost center number on file with the Event Lexington, KY 40506-0119 Coordinator. FOR OFFICE USE ONLY Price Total Room Rate Setup, Cleanup, & Staffing Time Additional: GRAND TOTAL Notes: Reservation #: Status:

☐ SENT TO ACC'T

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A/V Equipment Ballroom **Upstairs Board Room** Great Hall ☐ Podium w/ built in microphone ☐ 8' Projection Screen (drop down) □ 60" TV □ 60" TV ☐ Projector (mounted in ceiling) ☐ Laptop (\$45 rental fee) ☐ Laptop (\$45 rental fee) ☐ Laptop (\$45 rental fee) Setup ☐ Classroom □ U-Shape □ Other □ Dining □ Theatre ☐ Reception ☐ As-Is □ Square Please see the sample setup diagrams for examples. Setups are customized for the event. Contact the Event Coordinator (see footer for phone and email) if none of the setups listed above suit the needs of the event. Food & Drink Alcohol: Yes □ No □ Catering: Yes □ No □ If Yes: No alcohol can be present at the event unless proof of Table Coverings: liability insurance is provided to the Event Coordinator and the Alcohol Agreement Form has been completed. ☐ King Alumni House's white paper table coverings Alcohol must be served by a licensed bartender. ☐ Caterer's table linens and skirting FOR OFFICE USE ONLY Alcohol Agreement Received: Yes \square No \square **Reserved Parking** Reserved Parking Meter: Yes □ No □ If Yes, for whom: (1 meter per event at no charge) **IMPORTANT: PLEASE READ** ☐ If you are planning an activity other than a meeting, you will receive a tentative room reservation from the Alumni House which will be confirmed only after you obtain event approval from the campus Event Management Office (EMO). To submit an event proposal to EMO, visit http://meetatbigblue.uky.edu. The Event Management Office strives to successfully coordinate your event from intial concept to completion. Learn more about the Event Management Office at www.uky.edu/eventmanagement. ☐ Reservations are tentative and not confirmed until an approved copy of this Event Rental Contract is received by the Event Coordinator. Tentative bookings are subject to cancellation. ☐ The Facility User is responsible for contacting Transportation Services (Transport.UK@uky.edu | (859) 257-5757) in order to arrange parking for the event/meeting guests. ☐ BY CHECKING THIS BOX, I ACKNOWLEDGE THAT I HAVE REVIEWED THE FACILITY USE POLICY Date: (CLICK HERE) AND THE ABOVE EVENT RENTAL CONTRACT, AND I AGREE TO FULLY ABIDE BY ALL SUCH TERMS AND CONDITIONS, ALL OF WHICH ARE CONSIDERED PART OF THIS CONTRACT. FOR OFFICE USE ONLY Staffing Instructions: PPD or Transition Team: Alumni Staff:

Notes: