

Hilary J. Boone Center
at the
University of Kentucky

500 Rose Street Lexington, KY 40506-0014
Phone: (859) 257-3288 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 / Member: _____

Membership #: _____

Event Contact Person (if different from Member): _____

Member Address: _____

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

On this date: _____ *Member Email Address:* _____

Event Contact Person Email Address (if different from Member): _____

Date of Event: _____ *Number of Guests:* _____

Start Time: _____ *End Time:* _____

Requested / Preferred Room (s): _____

The Center shall make the facilities reasonably available to the Contracting Party for purposes of planning, staging and hosting. The Contracting Party agrees to remove all set-ups in a timely manner 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. Prices are subject to change due to market conditions until the time at which final menu elections have been submitted.

***Hilary J. Boone Center-UK Departmental Reservation Request Form
For Special Events and Catering-Page 2 of 2
Additional Information Needed (PLEASE FILL OUT & RETURN)***

1. *What is the nature of the event? Awards, social, business, department?*

2. *What event name will your guests be asking for upon arrival at the Boone Center?*

3. *What is your event timeline? (Please indicate times below)*

Hostess/Host Arrival: _____ *Hostess/Host Name:* _____

Guest Arrival/Event Start: _____

Event End: _____ *Dine Start:* _____

Any additional special times: _____

4. *What type of menu and service style is needed for this event?(Please check all that apply)*

Breakfast: _____

Plated: _____

Lunch: _____

Buffet: _____

Dinner: _____

Reception: _____

Hors D'oeuvres: _____

Dietary Restrictions: _____

****All Menus Available Online at www.uky.edu/BooneCenter/***

5. *Do you have guests with special dietary needs and how many?* _____

Vegetarian _____ *Vegan* _____ *Gluten Free* _____ *Other* _____

6. *Any other special requests? (Please check all that apply)* *Computer PPT presentations:* _____

Podium: _____ *IT Services:* _____ *Piano (Reception Area Only):* _____ *Other (Please Specify):* _____

7. *What color napkins would you like? Lap length Ivory linens included; specialty table cloths will incur a charge.*

8. *Would you like to have bar service? Host Bar or Cash Bar (Host=(you pay), Cash=(guests pay))?*

9. *Will there be a guest of honor in attendance or any VIP attendees requiring special care?*

10. *Is your group campus based? Please provide an estimate of the number of vehicles that will need parking at the Boone Center.*

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Special Events Contract, continued

Payment Terms:

A \$250 deposit is required with this contract to reserve the Center for the specified date and time, for events that are estimated to total \$1,000 or more. (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 ten (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.

The Contracting Party/Member agrees to be responsible for ensuring that all members of the Event and their attending 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, additional charges, and forfeiture of fees paid.

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

Litigation:

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

Pricing does not include 20% service charge or 6% Kentucky sales tax.

Hilary J. Boone Center,

By: _____

Print Name: _____

Title: _____

Date: _____

Member / Contracting Party,

Signature: _____

Print Name: _____

Title: _____

Date: _____