



*Hilary J. Boone Center*  
at the  
University of Kentucky

## **Special Event Policies and Procedures**

**The Hilary J. Boone Center is a private club for use by Individual Members, Corporate Members, and University of Kentucky Departments and entities who become UK Departmental Members. Only Members can reserve event space. We sincerely look forward to serving your event needs!**

- All UK Departmental Member hosted events must be paid for at the conclusion of the event by a UK Procard as per University policy effective 1 July 2014.
- A "Special Event Contract" must be submitted to reserve event space for all Individual or Corporate Member hosted events. Event space is not reserved until confirmed by Boone Center staff.
- All menus must be submitted a minimum of ten (10) days in advance of the event date. Prices are subject to change due to market conditions until the time at which final menu selections have been submitted.
- A final guarantee is due forty eight (48) hours prior to the event start time. Members will be charged for the guaranteed number and any increase above the guaranteed number submitted 48 hours in advance.
- All bar/liquor service will be in compliance with University Policy as well as local and state ABC laws. Any continuous alcohol service over 4 hours is at the discretion of the manager on duty. All requests for alcohol shall be administered in accordance with Administrative Regulation 6:4 University Alcohol Policy <<http://www.uky.edu/regs/files/ar/ar6-4.pdf>>.
- The Boone Center provides ivory lap length tablecloths and a variety of napkin colors from which you may choose. Additional charges apply for floor Length and any other specialty linens.
- Evening events must be completed by 12:00 midnight or there will be an additional charge of \$500.00.
- Bands, DJ.'s and other forms of entertainment must vacate the premise within an hour of the end of the event.
- The Hilary J. Boone Center is a non-smoking facility. Smoking is prohibited in the building and on the grounds.
- All events shall have access to the event space one half (1/2) hour prior to the event start. Special arrangements may be made for earlier access and may incur an additional labor charge for early setup
- We are happy to accommodate special dietary needs for your guests with advance notification. If advance notice is not given and entrée(s) substitution is needed during the event, a \$15 substitution fee will apply for each entrée.
- All event decorations must be approved in advance by the Boone Center staff.
- Any items not available at the Boone Center for use at events may be rented for an additional charge.
- The Boone Center staff/management is not responsible for decorations, centerpieces, equipment or any items left after your event.
- Guests are not permitted to utilize areas not reserved and designated for your event.
- Any incidental damages to the property will be the responsibility of the contracting Member.
- Wedding Events including but not limited to ceremonies, receptions, dinners, and rehearsal dinners have separate fees, policies, and guidelines applicable to them. Please see the "Wedding Event Policies and Procedures" included in the "Wedding contract".
- All food and beverage items must be provided by the Hilary J. Boone Center with the exception of specialty items such as birthday or wedding cakes. Specialty items may be provided by other vendors **only** with Boone Center approval.
- A "Reservation Request Form" must be submitted to request that event space be reserved for all UK Departmental Member hosted events. Event space is not reserved until confirmed by Boone Center staff.
- The Contracting Party/Member shall indemnify and hold harmless the Center and the University of Kentucky, its Board of trustees, and its agents, officers and employees for any accident, death or injury to life or property that might be found attributable to the Event.

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Contracting Member's Name, Signature, Date, and Boone Center Membership

# Revised March 2016

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