The University Club

331 West College Ave, State College PA 16801

PH: (814)237-6576 FX: (814)237-1613

**Wedding Rental Contract #2016-02-05**

**THIS LICENSE AGREEMENT, made on , is between: The University Club, Inc. ("Licensor"),  Month/Day/Year**

**And ("Licensee"),**

 **Name Phone Email**

**With an address at, Address**

**WHEREAS, Licensor owns property which Licensee wishes to use for the purposes herein after described; and WHEREAS, Licensor is willing to permit Licensee to do so, on the following terms:**

**Licensor shall permit Licensee to use the following property for:**

* 1. Number of persons .
	2. From (am/pm) to (am/pm).
	3. On the day of

**For the Purposes of: Wedding Facility Rental**

**Fees for the use of the spaces listed above (listed on the pricing page): $4000**

**Please complete and return the BEO form on the last page along with your signed and dated Agreement.**

**Rental Fees and Other Charges:**

We require the NON-REFUNDABLE room rental fee paid in advance 60 days prior to the date of the event. The rental fee of the space includes all set ups, tables, chairs, linens and staffing. We require having a University Cub Host/Hostess during your event to supervise and monitor guest behavior and activity, help with set up and break down of tables, chairs, arrangements, and closing the building after the event has concluded. Inspection of the leased premises will occur within 24 hours after the end of the event, any repairs for damages and replacement of lost, stolen or damaged equipment will be charged separately by invoice and made payable immediately to the University Club.

***ALL GUESTS MUST VACATE THE PREMESIS BY 11 PM - Any time or part of time beyond 11 PM will be an additional $500 per hour payable onsite by credit card. Refusal to pay or leave will be considered trespassing.***

**Facility Rental Fee: - $4000**

(Includes use of all kitchen appliances, table settings, linens, dishwasher, and hosts. Bartender is available on an as needed basis for an additional fee, food services are available starting at $20 per person)

1. **Cancelations by Licensee:**

The balance is due no less than 2 months (60 days) prior to the date of the event and is payable by Check, or Credit Card via our secure online payment system through our website. All room rental fees are NON-REFUNDABLE and cancellations of any event by the Licensee will not receive a refund of the room rental fee.

1. **Cancelations by Licensor:**

Licensor may, in its sole discretion, and with or without notice, postpone or cancel the exercise by Licensee of the license granted herein for causes beyond Licensor's control. Such causes shall include, without limitation, the laws, regulations, acts, demands or interpositions of any federal, state or local government agency, acts of God, strikes, fire, flood, weather, war, acts of picketing, rebellion, insurrection or terrorism or any other cause beyond Licensor's control whether similar or dissimilar to the foregoing. In the event of any postponement or cancellation, Licensor shall have no liability for loss or damage of any kind incurred or claimed by Licensee except that in the case of cancellation, Licensor shall make a prompt and full refund of the License Fee.

1. **Availability and Parking:**

Our Facility is available Fridays, Saturdays and Sundays, with other days available with special permission from the manager. Parking is only available for vendors and caterers during set-up and break-down in the two (2) visitor parking spaces at the rear of the building, and one Vendor space in #17 at the side kitchen entrance. All guests of the event holder must find alternative parking in the local parking garages or hotels nearby. Parking may be available for special circumstances, ask the Manager if you need special accommodations.

1. **Caterers, Bartenders, and Alcohol Service:**

The Licensor anticipates that Licensee may serve alcoholic beverages. Licensee shall not serve any person who is not twenty-one years of age and will mark or wrist band any and all age appropriate persons who will be consuming alcohol. A person of known intemperate habits, or any person who appears intoxicated to any degree however slight, may be asked to leave the premises. This prohibition is absolute and no mistake, whether or not made in good faith, shall be a defense to liability. Licensee must have an insured, trained bartender. If Caterers are providing Bartenders, the insurance Liability must include alcohol service and the Bartenders must have certification. **All** Caterers must be pre-approved, call for the current list of approved caterers or to discuss the approval process for the caterer of your choice. We may provide a certified Bartender for your event for an additional fee, please contact the Manager for more details.

1. **University Club Operations:**

Licensee shall avoid interference with Licensor's operations and those of other club members including residents and Social Members. Furthermore, Licensee acknowledges that this license is subordinate to Licensor's obligations to members, their guests, the general public and the like. Licensee, its officers, employees, agents and servants, shall comply fully and promptly with all applicable laws and regulations as well as municipal ordinances and directions of local enforcement authorities including representatives of State College Bureau of Police Services. In addition, Licensee shall comply with Licensor's rules, regulations, and policies.

1. **Damages/Liability/Loss of Property:**

Licensee shall indemnify and hold harmless Licensor and its officers, employees, agents, servants, and successors. And assigns regardless of any negligence on their part, from and against any and all loss, damage, claims, demands, actions or causes of action, suits at law or in equity, judgments, liability or expenses, including attorneys' fees for damages, personal injury, including death, to any person whatsoever, and for damage to property of any person whatsoever. Including loss or destruction thereof, arising out of any accident or occurrence, however caused, in or because of the exercise by Licensee of the license granted herein, whether by Licensee, or by any person permitted or suffered to enter the property by Licensee. All parties signing below as Licensee shall be personally obligated to all undertakings in this contract, whether or not they have signed in a representative capacity.

1. **Amendments:**

This License Agreement may not be amended except by agreement in writing signed by authorized officers of the parties hereto. If any part of this Agreement shall be held unlawful, invalid or unenforceable, that part shall be deemed deleted and without prejudice to the enforceability of the rest.

**IN WITNESS WHEREOF, the parties hereto, intending to be legally bound hereby, have signed this agreement.**

**University Club, Licensor: DATE:**

**Licensee or Representative: DATE:**

***EVENT LAYOUT AND PURCHASE INFORMATION***

**Event Information**

Date: Time: Type: Number of Guests:

**Event Contact Information**

Name:

Address:

Email: Phone:

**Caterer and Vendor Contact Information (if more space is needed, use back of form)**

Name: Type:

Phone:

Email:

Name: Type:

Phone:

Email:

**Room Rental and Layout Information**

Rooms Booked for Event (please circle): Living Room Library Dining room Patio

Floor Layout (number needed): Dinner Tables: Chairs: Buffet Tables: Cocktail Tables:

Other Tables/Chairs:

Extra Accommodations (please circle): Projector Screen Podium Extension Cords Fans

Linens Provided By: Delivery time:

Other Deliveries or Drop Off:

Special Requests:

\*\*Cancellation Policy:

1. Cancellations by Client (Contract Holder) - Cancellations of any event will not receive a refund, all fees are non-refundable.
2. Cancellations by Licensor (University Club) - If cancellation is made by Licensor for any reason the Licensor will make a full and prompt refund by check made payable to the contract holder.