

The University Club

331 West College Ave, State College PA 16801

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

Venue License Agreement #1001-16

THIS LICENSE AGREEMENT, made on _____, is between: **The University Club, Inc.**
("Licensor"),
And ("Licensee"), _____

Month/Day/Year

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:

- a. Number of persons _____
- b. From _____ (am/pm) to _____ (am/pm).
- c. On the day of _____

For the Purposes of: _____

Fees for the use of the space requested: (\$ _____)

Fees for the additional services requested: (\$ _____)

TOTAL COST DUE (made payable to The University Club, Inc.) (\$ _____)

Please complete and return the layout form along with your signed and dated agreement and payment to 331 West College Ave.

Facility Rental Fee: Includes kitchen use fee for in house or outside catering, all tables and chairs as needed in all rented areas of the facility, table and place settings as needed, linens on all tables, hosting and staffing fees, set up, clean up and close down of the event.

*(circle space being requested) *

All Ground Floor Areas- Max
Capacity 230
5 hours for up to 230 guests – \$2000

Library/Living Room –
Max Capacity 80
5 Hours for up to 80 guests – \$1000

Library – Max Capacity 20
5 hours for up to 20 guests – \$600

Dining Room – Max Capacity 150
5 hours for up to 150 guests – \$1200

Living Room – Max Capacity 60
5 hours for up to 60 guests – \$800

Additional Services (check all that apply):
Trained Certified Bartender - \$275 per event
Catering Services - Starting at \$10/plate

Pricing assumes 3-hour event time and 1 hour pre- and post-event for set up and break down for a total of 5 hours for your event. Full payment is due at the signing of the contract agreement. All site rental fees are non-refundable unless otherwise noted. **
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.

***Cancellations 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.

****Cancellations 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.

2. 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.

3. 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.

4. 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.

5. 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 Specifications

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: _____ Approved: YES NO PENDING

Email: _____

Name: _____ Type: _____

Phone: _____ Approved: YES NO PENDING

Email: _____

Room Rental and Layout Information

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

Floor Layout (indicate number needed for each item):

Dinner Tables: _____ Chairs: _____ Buffet Tables: _____ Cocktail Tables: _____

Additional Items: _____

Extra Accommodations as needed (please circle and indicate number needed):

Projector Screen: YES NO Podium: YES NO Extension Cords: YES NO #: _____ Fans: YES NO

Linens Provided By: _____ Delivery time: _____

Other Deliveries or Drop Off: _____

Special Requests (for more space use back of sheet): _____

ROOM TABLE CAPACITY –

Round Tables – Each round table can seat 10 comfortably

Dining Room - 13 tables

Living Room – 6 tables

Library – 3 tables

Long Buffet Tables – Each long table can seat 12 comfortably

Dining room – 16 tables

Living Room – 8 tables

Library – 2 tables

