**Continuing Education and Conference Center**

**DEPARTMENTAL RESERVATION AGREEMENT**

Date: January 17, 2018 Return By:

Account:

Contact Name:

Address

Phone:

Thank you for your interest in the Continuing Education and Conference Center. We look forward to hosting your group. We ask that you please read this document in its entirety.

1. **Grant of License:**  Conference Center grants       (the “Department”) use of the Continuing Education and Conference Center (the ”Facility”) solely for the following educational training:

involving an estimated       attendees (the ”Event”). Department acknowledges and agrees that the University, its agents, employees, invitees, and students may use any portion of the Facility for any purpose whatsoever and at any time during the term of the agreement, provided that the University does not unreasonably disturb Department’s use of the Facility as provided in this agreement. Department shall use the Facility in accordance with the terms and conditions of this Agreement: all University Rules and Regulations and all federal, state and local laws, ordinances, rules and regulations (including copyright or similar laws).

**2. Term:** Department can only use the Facility as described below during the following dates and times:

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **ROOM** | **START TIME** | **END TIME** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**3. Cancellation:** signature below authorizes the Conference Center to hold the above-mentioned space on a definite basis. It is agreed that if Department cancels this reservation after the date of this Agreement, Department will be assessed a cancellation charge for the space reserved based on the chart below:

|  |  |
| --- | --- |
| **Cancellation . . . in advance** | **Will result in a charge of . . .** |
| **90 days** | $35 per cancelled room per day to cover administrative charges |
| **Between 60 and 90 days** | 25% of the original group estimate |
| **Between 30 and 59 days** | 35% of the original group estimate |
| **Between 8 and 29 days** | 50% of the original group estimate |
| **Within 7 days** | 100% of the original group estimate |

If the event is rescheduled at the time of the cancellation for a date within the following six months, a $35 administrative charge per room per day will be assessed.

In the event that the room(s) originally reserved by Department are subsequently rented to another group, Department will be assessed only a $35 administrative fee; no billing will be sent until after the date of the cancelled event unless it is more than 90 days in advance of the event. In no case will the cancellation fee be less than $35 to cover administrative costs.

**4. Force Majeure:** No party to this Agreement shall be responsible for any delays or failure to perform any obligation under this Agreement due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of each party.

**5. Equipment:** General session room with standard audio/visuals to include: data projector, podium with microphone, room screen, flipchart with paper, markers and tape.

Additional charges will be assessed for audio/visual equipment used beyond the standard equipment included in the general session room. **All additional audiovisual equipment must be obtained from the Continuing Education and Conference Center with the exception of personal computers**.

**6. Rooms:** General Session rooms are subject to a “minimum participants” charge. The chart below indicates the minimum number of participants you’ll be charged for, based on your reserved general session room.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Conference**  **Room** | **Minimum Participants** |  | **Conference**  **Room** | **Minimum Participants** |
| **32** | 32 |  | **135** | 200 |
| **42** | 65 |  | **135AC/BD** | 100 |
| **42A/B** | 30 |  | **135A/B/C/D** | 50 |
| **52** | 20 |  | **155** | 50 |
| **77** | 20 |  | **155 A/B** | 25 |
| **83** | 50 |  | **156** | 20 |
| **Lower Level** | 130 |  | **166** | 20 |
|  |  |  | **Upper Level** | 250 |

The CMP is inclusive of 1 breakout space per 50 people up to a maximum of 3 breakout spaces. Breakout space in excess of those covered with the CMP will be subject to flat fee pricing.

**7. Food Service:** Those requiring food service must use CECC catering. Guarantees are due to the Food Service Director 72 hours prior to the event. Due to our general seating dining room, luncheon speakers are prohibited. There is no ala carte food service during CMP hours. Interactive television, satellite or planning meeting sessions held during CMP hours, that do not have the flexibility to eat in the dining room, will be provided box lunches. Groups that hold events after 5 p.m. can order off the Dining Services Menu.

All day events will follow the Food Service Complete Meeting Package Schedule:

Continental Breakfast 7:30 a.m. - 9:30 a.m.

Morning Beverage Refresh 9:30 a.m. - 11:30 a.m.

Luncheon Buffet 11:30 a.m. - 12:30 pm.

Afternoon Break 1:30 p.m. - 3:30 p.m.

Continuous Coffee Service 7:30 a.m.- 3:30 p.m.

**8. Concessions/Novelties; Food; Beverage:**

8.1 Department shall not sell any concessions or novelties in the Facility without Conference Center’s prior written consent and in accordance with applicable University policy.

8.2 Food may be served in the Facility only with the permission of Conference Center and in accordance with a permit from University’s Department of Environmental Health and Safety, if applicable.

8.3 Department shall not sell, distribute, dispense, advertise or promote any non-alcoholic beverage (or permit any other to do the same) without Conference Center’s written consent and in accordance with University’s exclusive vendor contracts and applicable University policy.

8.4 Department and/or its caterer may not serve or sell alcoholic beverages at the Facility, unless Department receives authorization from the University’s Office of Risk Management. Such authorization may be granted or withheld by Conference Center or Risk Management in their sole discretion.

**9. Pricing:** Prices are subject to change. The Conference Center will notify the Department contact of any price changes.

**Meeting Room Related Charges Food Service Related Charges**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Full-Day RMP | $ |  |  |  | Full-Day FSP | $ |  |
|  | Half-Day RMP | $ |  |  |  | Half-Day FSP | $ |  |
|  | Additional Break-out Rooms | $ |  |  |  | Breaks Only FSP | $ |  |
|  | Evening Room Rental | $ |  |  |  | A.M. Break FSP | $ |  |
|  | Computer Lab Rental | $ |  |  |  | Lunch FSP | $ |  |
|  | Video Conference Rental | $ |  |  |  | P.M. Break FSP | $ |  |

The quoted Food Service Related Charges do not include the 7.375% Minnesota sales tax.

**Total Estimated Costs $**

**11. EFS Number. Fund:** **DeptID:** **Program:** **Chartfield2:**

**12. Additional Notes/Comments:**

I confirm that I want the above-mentioned space and have read this agreement.

|  |  |
| --- | --- |
| CONTINUING EDUCATION AND CONFERENCE CENTER  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Ken Gay, Director  Continuing Education and Conference Center  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Please return your lease to:**  Leslie Berry  Continuing Education and Conference Center #280  St. Paul Campus 6094  Phone: 612-624-0681  FAX: 612-625-1948 | Billing Person if different from contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



**Event Dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**Room:\_\_\_\_\_\_\_\_\_\_ Expected number of attendees:\_\_\_\_\_\_\_\_\_**

**Number to set the room for: \_\_\_\_\_\_\_\_\_\_\_**

**Registration time: \_\_\_\_\_\_\_ Actual start time: \_\_\_\_\_\_\_\_\_\_\_**

**Classroom Setup Options**

Please choose the classroom setup style that would be most effective for your teaching style. The Continuing Education and Conference Center will accommodate your classroom needs as best as possible.

\_\_\_\_ Theater \_\_\_\_ Classroom

\_\_\_\_ Chevron \_\_\_\_ Modified Chevron

\_\_\_\_ Hollow Square/Block \_\_\_\_ U-Shape

\_\_\_\_ Conference \_\_\_\_ Spoke

**Audiovisual** (Please check all that is needed)

|  |  |
| --- | --- |
| \_\_\_ Podium with attached Microphone | \_\_\_ Epson Computer Projector (LCD)  \_\_ Sound required for Power Point presentation |
| \_\_\_ Overhead Projector (for transparencies) | \_\_\_ Flipchart (includes paper, markers and tape) |
| \_\_\_ Wireless Microphone(s)  \_\_ Handheld \_\_ Lavaliere (clip on) | \_\_\_ Laptop (We recommend you bring your own if possible to prevent issues with transferring course materials; full day or half day) |
| \_\_\_ Table Microphones (for panel discussions) | \_\_\_ TV Monitor (for up to 25 people) |
| \_\_\_ VCR | \_\_\_ DVD Player |
| \_\_\_ Document Camera | \_\_\_ Switchbox (for multiple presenters with laptops) |
| \_\_\_ Whiteboard with markers | \_\_\_ Risers (Room 135 only) |
| \_\_\_ Parking Reservations (Non-University groups only) | \_\_\_ 35mm Slide Projector |
| \_\_\_ Registration table outside room (if not using Reg. Desk) | \_\_\_ Materials table for handouts (usually placed at back of room) |

**Other** (Please list any other needs you may have)

***Thank you for your response. This information is used to create the Work Order for your event. If changes occur after this form has been submitted, please be sure to notify us. We are happy to work with you and look forward to servicing your event!***