Aquinas College Facility Rental Agreement

Thank you for choosing Aquinas College for your event! We look forward to serving you.

General Guidelines

- With your deposit and signature, you contract Aquinas College and agree to adhere to all of the specified contract information.
- The leasing individual, group or organization agrees to abide by all applicable laws, rules & regulations.
- Aquinas College may not be used for discriminatory practices proscribed by Federal, State and City law, ordinance, rule or regulation. The leasing individual, group or organization agrees to abide by all applicable laws, rules & regulations.
- Evening events must conclude by 11:30pm, the campus closes at 12:00am.
- Aquinas College is a tobacco free campus. Smoking and tobacco products are prohibited throughout the campus. Please inform your guests prior to their arrival.
- Aquinas College is a zero waste campus. Vendors must comply with sustainability guidelines.

Liability Insurance

- Liability Insurance is required for all events. In using Aquinas College for your event, you agree to assume complete financial liability and responsibility for any damage to, or loss of property belonging to, Aquinas College and for any personal injury incurred as a result of such use.
  The leasing individual, group or organization agrees to obtain, at their own expense, and provide Aquinas College with a certificate of insurance naming Aquinas College as an additional insured party. The leasing individual, group or organization must demonstrate public liability-bodily injury and property damage liability insurance with stated limit values of one million dollars (1,000,000) or more depending on the nature of your event. Insurance coverage shall be primary and non-contributory and include waiver of subrogation.
- The letter agreement executed by the lessee must contain a provision to indemnify Aquinas College.
- Liability insurance must be provided to the Aquinas College Conferencing Department at least two (2) weeks prior to the event.
- Special Event Policies: If you’d rather purchase insurance only for your special event policy or would like to have another layer of protection beyond your homeowner policy, where do you purchase? These special event policies can be purchased on-line and a few options include: www.bhsins.com. Click on area of expertise Public Gardens. Click on American Specialty to obtain a quote for your special event.

Liability/Damage

- The leasing individual, group or organization agrees to take the utmost care not to damage any of the facilities. The leasing individual, group or organization will be responsible for all damages to buildings, equipment, fixtures, and furniture arising out of the use of their rental space at Aquinas College. In addition, Aquinas College will not be liable to the User, its guests, agents, performers, or employees for any loss or damage to personal property.
- Aquinas College reserve the right to inspect and control all private functions. Liability for and damage to the premises will be the responsibility of and charged to the sponsoring person or organization. The party in charge of the function is responsible for the conduct of all that attend.
- Aquinas College will not assume responsibility for the damage or loss of any merchandise or articles left in the facility prior to or following the scheduled event. Arrangements for the security of exhibits, merchandise or articles set up for display can be made prior to the event.
- Aquinas College may require a property damage deposit for various functions. The damage deposit is totally unrelated to the deposit required to reserve event space. Pending the result of a full inspection by Aquinas College personnel following the event, all or a portion of the deposit will be returned, via mail.
- You agree to indemnify and hold harmless Aquinas College, its agents, and employees from and against all claims, damages, losses, and expenses including attorney fees arising out of, or resulting from claims by or judgment from the leasing of Aquinas College.
Event Policy

- Aquinas College reserves the right to decline any requested event that may prove controversial, especially those that may infringe upon the teaching of the Catholic Church. Refund of the deposit will be at the discretion of the College.

Reservations

- Reservations may be arranged through the Aquinas College Conferencing Office. Appointments are required for planning & scheduling all events.
- Our Conferencing team may be reached at 616-632-1047 or at confer@aquinas.edu

Holds

- Holds will last ten (10) business days.
- A non-refundable deposit is required to hold space after ten (10) business days.
- If a deposit is not received at the end of the ten (10) business days the date is released to the public.

Deposits

- Room Rental
  - A 50% non-refundable rental deposit is required upon booking rooms. Balance is due in full seven (7) days prior to event date.
- Wedding Ceremony Space Rental
  - Payment for wedding ceremonies must be paid in full upon reservation.
  - Payment for wedding ceremony space is non-refundable.

Payments

- Aquinas College accepts cash, check or credit card (MasterCard, Visa or Discover) for all payments. Due to increased credit card expenses, credit card transactions will be subject to a 2.5% service charge.

Tax Exemption

- At the time of reservation, a tax-exempt certificate for the State of Michigan must be submitted in order for tax exemption to occur.

Equipment and Room Set Up

- Detailed equipment and room set-up needs should be determined no less than two (2) weeks prior to event. Please contact the Conferencing Department at (616) 632-1047 or via e-mail at confer@aquinas.edu with your specific needs.
- Although every effort is made to insure the success of your event we cannot guarantee completion of requests made less than 48 hours prior to your event.

Standard Equipment

- The following items are provided as part of the room rental fee:
  - Guest tables & chairs (round tables with 8 chairs is the standard seating)
  - Auxiliary tables (registration, display, cake, gift etc.)
  - Bar table
  - Bar back table
  - Cocktail tables (limited inventory)
  - DJ table & chair
  - Head, panel table(s) & chairs
  - Buffet tables
  - Guest book stand and/or easel
  - Floor stand microphone
  - Please see Aquinas Catering for linen fees
  - AV equipment upon availability
Decorations

- Rental space is rented “as is”
- Decorations must be approved in advance and shall be limited to table decorations or free standing decorative elements.
- Nothing may be placed or hung on walls, doors, or windows of the buildings. This includes the use of tapes or tacks in walls, floors, doors, door frames or furniture. In addition, nothing may be hung from plants or trees (i.e. Piñatas, lanterns, lights) nor may anything be placed in plant beds or planters.
- Table decorations which include candles must be enclosed in glass or ceramic holders.
- Candles are not allowed inside Holmdene Manor.
- Confetti and or glitter may not be used for table décor.
- Balloons: are permitted in each of our rentable rooms EXCEPT for the Wege Ballroom due to the design of the ceiling.
- No doorway may be locked or public corridor blocked in any way.
- Electrical connections and special lighting must be approved in advance by Aquinas College Director of Physical Plant.
- All plants and flowers must be delivered the day of the event and removed from Aquinas College after the event.

Due to potential damage to Aquinas College property or danger to guests, the following items are prohibited on Aquinas College Grounds:

- Chemical insect spraying or fogging.
- Confetti, bird seed, rice.
- Lighting devices & or flammable materials using open flames such as lanterns, sparklers, torches and tiki lamps.
- Aerosol cans such as spray glue, spray paint etc.
- Released butterflies or birds.
- Individual bubble containers.
- Balloons are not permitted outdoors.
- Client is responsible for any damages to facility or equipment (see Liability/damage).

Catering Policy

THIS CONTRACT DOES NOT INCLUDE CATERING CHARGES

- Outside food and beverage is not permitted. Any food or beverage brought into Aquinas College must be contracted through Aquinas College Dining Services.
- Please contact the Catering Department at (616) 632-2965 or via email cac004@aquinas.edu.
- 48-hr notice is required for any event less than 50, and 15 days’ notice is required for any event over 50.
- Lack of notification will result in a 25% late fee.
- A $1000 deposit is due at the time of choosing your menu.
- This deposit will go towards the final bill, which is due no later than 24 hour before the reception.

AQUINAS COLLEGE ALCOHOL POLICY

- Aquinas College does not hold a state liquor license.
- If you wish to serve alcoholic beverages at your event the following procedures must be followed:
  - The Aquinas College Alcohol Use Policy must be signed and returned to the Conferencing Department at least one month (30 days) prior to the event date.

A Licensed Alcohol Service Provider must be hired to deliver, set up, serve, and clean up all alcohol and alcohol related materials. The Licensed Alcohol Service Provider must provide Aquinas College Conferencing with a copy of their current SDM license & certificate of liability insurance reflecting Aquinas College as additional insured on a primary non-contributory basis including waiver of subrogation for the general liability & liquor liability. The certificate of insurance must specify the Alcohol Service Provider’s liquor liability limits of coverage and verification of workers compensation insurance.

- No drop offs are allowed. Alcohol may not be brought in or taken out of the facility (this includes alcohol as a gift).
Alcohol is to be served only by the licensed service contracted for providing the alcohol for the event. No outside bartenders are allowed. **Valid picture ID is required for service of alcohol to any guest.**

**Aquinas College reserves the right to close a bar if policies are violated.**

The Licensed Alcohol Service Provider must arrive no less than one hour prior to the start of the event and must stay to the duration of the event. Bar service must conclude by 11:00 pm, the campus closes at 12:00 midnight.

All alcohol and bar related items must be provided by the bartending service (i.e. glasses, pitchers, napkins, corkscrews, ice, etc.)

Aquinas College requires the following minimum ratio for bartenders:
- 1 - 100 guests: 1 bartender
- 101 - 250 guests: 2 bartenders
- 250 - 350 guests: 3 bartenders
- 350 - 450 guests: 4 bartenders (Aquinas recommends 1 bartender per 75 guests if you are serving specialty beverages or using glassware - you can determine this w/ your service provider)

**Aquinas College requires all events with alcohol to be accompanied by catering.**

The food service arrangements must consist of a complete meal choice appropriate to the rental time, i.e, breakfast, lunch, dinner or comparable hors d'oeuvres.

**Aquinas College reserves the right to terminate alcohol beverage service at any time polices are being abused or State/Federal Liquor Laws are being broken.**

**Special License Requirements:**

Organizations will need to obtain a temporary day license from the MLCC for direct drink ticket sales, if a client is “selling” tickets at a fee to event attendees and serving alcohol at the event.

Please note, even if the intention of the tickets sold to event attendee is not to cover the cost of alcohol the MLCC assumes that it does.

The preferred Alcohol Service Providers at Aquinas do have a liquor license, the type of license that they carry (along with all other beverage catering companies) does not cover the “re-sale” of beverages to event attendees. An SDD (specialty designated distributor) & SDM (specialty designated merchant) beverage catering license covers the following:

> Allows the sale and delivery of beer, wine and spirits in the original sealed container to private events at locations other than the licensed premises, and requires the permit holder to serve beer, wine, and spirits at the private event where the alcoholic liquor is not resold to guests. The person delivering the alcohol under a catering permit would have to verify that the person accepting delivery was at least 21. A person serving alcohol must successfully complete a MLCC-approved server training program.

Aquinas College cannot approve alcohol service to a client who is “selling” tickets at a fee to event attendees if they have not acquired the temporary day license because it would be illegal and therefore in the case of an accident our liability insurance would not cover any parties involved. In addition to insurance issues, the MLCC would also step in and shut down the alcohol service.

**Aquinas College is a zero waste campus. Vendors must comply with sustainability guidelines.**

**Photography**

- Photos are permitted on the Aquinas College campus. Obstruction of walkways, paths and intrusion on Aquinas College buildings or grounds is strictly prohibited. No photographers, clients, or equipment will be allowed in unauthorized locations. Courtesy to the Aquinas students, faculty, staff & visitors must be observed by all photographers and clients at all times. There are no exceptions to this policy.

**Print Materials**

- All printed materials (invitations, announcements, press releases, etc.) relating to the event must be submitted to Aquinas College for approval before they are in their final printing stages.
- All signage is the responsibility of client, though the AQ Conferencing Department can assist in placement. Signs may be purchased from the AQ Media Department complete with event specific wording and presentation. Please see AQ Conferencing for pricing.

Signage must be approved by Aquinas College in advance.
Final Details Meeting

- A final details meeting with all involved parties (User, Aquinas College representative, caterer, party planner, etc.) must be held no less than two weeks in advance of the event. Aquinas College reserves the right to approve all set ups; there will be a final details sheet agreed to by the User and Aquinas College. The Lessee will designate a representative who will be at Aquinas College during the event and who will be available to answer questions and to assist Aquinas College personnel in enforcing these regulations.
- Detailed equipment and room set-up needs should be determined no less than two (2) weeks prior to event. Please contact the Conferencing Department at (616) 632-1047 or via e-mail at confer@aquinas.edu with your specific needs.
- Although every effort is made to insure the success of your event we cannot guarantee completion of requests made less than 48 hours prior to your event.

Wedding Ceremonies

Rehearsals

- Ceremony rehearsals are allotted one hour the week of the wedding based on availability. Rehearsals are subject to availability and scheduled to avoid incompatibility with other Aquinas College activities. Rehearsal days and times are subject to change, based on location availability. All rehearsals are limited to the wedding party only and will not include set-up or sound equipment.

Inclement Weather for Holmdene Garden Rental

- The Aquinas College Conferencing Department will make every effort to provide the ceremony outdoors. In cases of bad weather, the AQ Conferencing Department will provide an indoor location or work with the client to adjust the ceremony timing around the weather. Ceremonies may be held in inclement weather at the choosing of the client, but sound equipment will only be provided at the discretion of the Aquinas Conferencing Department.

Bukowski Chapel

- The Bukowski Chapel does not have an in house sound system. Sound equipment may be rented from the Aquinas College Conferencing Department & will be billed as a flat rate charge, which includes all necessary equipment and a sound technician during the ceremony.
- Please note, the Chapel does have heating, but is not equipped with an air conditioning system. The space includes ceiling fans to aid in air circulation. Please see Aquinas College Conferencing with any questions or concerns.

Sound Advisory

- Musical amplification systems and volume levels for entertainment at private events must be approved in advance by Aquinas College. Other forms of entertainment and presentations must be reviewed by Aquinas College in advance of the event.
Aquinas College Facility Rental Agreement.

I have read, understand and am in agreement with the statements listed in the Aquinas College Facility Rental Agreement.

___________________________________        _________
Lessee/Authorized Officer (print)                           Date

___________________________________        _________
Lessee/ Authorized Officer Signature                    Date

__________________________________          _________
Name of Event                                                      Date of Event

Thank you for choosing Aquinas College for your event. We look forward to working with you.

Please sign and return to:
Aquinas College
Attn: Conferencing Department
1607 Robinson Rd SE
Grand Rapids, MI 49506 Fax: 616-458-0283