

## The Campus Club of the University of Minnesota's Policies For University of Minnesota Events

1. **Membership Reservations and Cancellations.** A member name and number must be provided in order to reserve a space and date at the Campus Club. The membership number used will be assigned any fees owed to the Campus Club.

Cancellation. Cancellations will only be accepted via email. The responsible member number will be responsible for any cancellation of an event with the Campus Club and may be assessed any penalties for failing to cancel in a timely manner. Cancellations are only official upon receipt of our cancellation verification email.

If cancelling within 14 days of the Event Date, the registered member number will be responsible for any resulting charges, e.g., the room fee and a percentage of the food/beverage order, or minimum percentage if an order has not been placed, as follows:

- Less than 14 days notice: 10%
- Less than 7 days notice: 25%
- Less than 24 hours: 50%

2. **Campus Club Catering.** Your menu selection must be submitted to the Events Department 2 weeks prior to the Event Date. The final number of guests must be confirmed 5 business days prior to the event. Additional food and beverage orders made less than 7 calendar days before the event will be subject to the Campus Club's availability and will receive an up-charge of 50%. You will still be charged for the food ordered within five business days of your event.

All food, alcoholic and non-alcoholic beverages must be prepared, supplied and served by the Campus Club with the exception of specialty cakes, cupcakes or desserts at a \$50.00 cake service fee. We cannot accept liability for the quality or safety of the food from an outside source brought into the Campus Club. We do not allow homemade items. Additionally, all food and beverages must remain on the Campus Club's premises. This does apply to your event leftovers, but does not apply to cakes/desserts that you bring in.

For University events, for each event space, we have a minimum of \$12.50 per person food/beverage order excluding the West Wing, \$18 per person in the West Wing; the food and beverage minimum does not apply to small meeting room reservations. For non-University events, for each event space, we have a minimum of \$12.50 per person food/beverage during the day, and \$30 per person for events that begin at or after 5:00 pm. Cancellation policies apply if two spaces are booked and one is cancelled within 2 weeks of the event. For more information contact the Events Department.

Plated Service. It is the host's responsibility to receive RSVP's from guests with entree selection, and to provide a final count to the Events Department at least 7 days prior to the event. It is also your responsibility to provide a food code when serving multiple entrees: A food code is a system for the

events staff to ensure the entrees get to the correct guest in a timely manner. A food code can be a color coded system or a symbol. For example, green for vegetarian, red for steak and yellow for chicken. If you fail to provide a food code, we reserve the right to alter your dining schedule, change service, and charge a penalty fee.

Food Pricing. The Campus Club cannot guarantee food and beverage prices more than 90 days out from an event. However, we will do our best to provide you with a good faith estimate of anticipated costs. An additional fee will be assessed to any food/beverage change made within 7 calendar days of the Event Date.

Event Cakes. The Campus Club cannot store event cakes in its kitchen cooler before the Event Date. Client will be responsible for any set-up of event cakes.

Café Bar Reservations. If you've requested the Couch Area of the Café Bar, the fee is priced per number of guests. There is no charge to reserve the Couch Area of the Bar for groups less than 20. For groups with 20 or more guests, there will be a \$75.00 charge for the reservation. This charge can be made retroactively if your reservation exceeds anticipated numbers. A pre-order for food is required for groups 15 or more. Groups under 15 can order at bar upon arrival.

Cork Fee. There is a \$15.00 cork fee applicable to all outside bottles brought in by Clients or guests with permission of Events staff. This includes any home-brewed alcohol.

#### Alcoholic Beverage Service Policy.

The following policies have been established by the Campus Club to promote responsible drinking and ensure the safety of Client and his/her guests.

1. The Campus Club reserves the right not to serve shots or doubles.
2. The Campus Club reserves the right to serve only one drink per person per visit to the bar.
3. The legal drinking age in the state of Minnesota is 21 for all alcoholic beverages. The Campus Club will not serve alcoholic beverages to minors. We will ask for valid identification from any person who looks to be under the age of 35. If no identification is available that person will be refused service. If another guest purchases a drink and then gives it to that particular person, both people may be asked to leave the premises.
4. The Campus Club reserves the right to refuse alcoholic beverage service to any individual if that individual appears intoxicated or is engaged in disruptive behavior.
5. The Campus Club reserves the right to ask any intoxicated individual to leave the premises.
6. If an individual brings outside alcoholic beverages to the event, those alcoholic beverages will be confiscated and disposed of immediately. We charge a \$100.00 fee for liquor brought in by the event party. We reserve the right to ask individuals to leave the premises.
7. If guests engage in abusive or violent behavior, or if a majority of guests are observed to be intoxicated, the event manager on duty reserves the right to close the bar and end alcoholic beverage service.
8. The event manager on duty or any of our management team that is on premise for

your event will make determinations on the above stated policies and keep you informed of any situations that arise during your event.

9. All alcoholic beverages must be provided and served by employees of the Campus Club.
10. No alcoholic beverages are permitted to leave the premises.

### 3. Campus Club Venue Rental.

Off-Hours. If you have chosen to have your event during non-business hours, a minimum of 50 attendees is required to reserve your Event Date. Events that require Special Building Hours will be charged an hourly fee. Food and beverage minimum fees will be charged based on the 50 person minimum regardless of how many guests actually attend the Event.

Coffman Memorial Union. The Campus Club venue is hosted within Coffman Memorial Union. Coffman Memorial Union hours of operation vary. An additional \$400.00 non-refundable deposit is due at time of reservation for days where Coffman Union is scheduled to be closed. A five hour minimum is required to open the building, and fees of \$100.00 per hour to keep the building open. The Events Department will inform client if client's event is scheduled to be held during these times.

Room Set-up. All room set-up details must be communicated to the Events Department a minimum of 7 days prior to your Event Date. If this information is not communicated to the Events Department by this time the customer may incur additional charges or the set-up request may not be accommodated.

Please let the Events Department know if you need to arrive any earlier than 30 minutes prior to your event start time.

If any room set up changes are made during the time of your event your room fee will double for Conference Rooms ABC or the Dale Shephard Room. An additional set up fee of \$150.00 will be charged for changes in the West Wing.

Clean Up. The Client using the facility must clear all décor and rental items within one hour of the event end time. The Campus Club is not responsible for any items left beyond the contracted rental period. The Client shall also leave all areas in the same clean and orderly condition that existed at the commencement of the term of this agreement. The Client is responsible for the reasonable costs incurred by the Campus Club to repair damage to assigned event rooms caused by the Client and its guests during the rental period. Any reasonable additional cleaning fees incurred through Coffman Union will be passed on to client.

Décor. Client is encouraged to decorate the space for the event. You can arrange drop-off times and storage of any items with the Events Department. However, any decorating done both inside and outside must be approved by the Campus Club in advance. All ceiling draping must be arranged through the Events Department. All other decorations must be hung without defacing the building. The Campus Club does not provide ladders for decorating. All decorations must meet fire code regulations, health department regulations and any other governmental regulations. Client is

responsible for compliance with said regulations. Candles that are enclosed are allowed. No electrical circuits may be altered. The following items are not allowed:

- No confetti, glitter, bird seed, or rice;
- No Chinese Wish Lanterns;
- No gel beads, deco beads, or any beads that absorb water in flower arrangements;
- No smoke machines;
- No sparklers or open flame of any kind;
- No flocking or any other spray décor;
- No nails, tacks, tape, glue, paint, silly string, pins, gum, etc.

Rentals. Additional Rental supplies (such as ceremony chairs, decorative linens and ceiling draping) may only be provided through approved vendors. You will also be charged a 10% administrative fee for these additional rental items. It is also understood that due to the advanced booking we allow all prices are subject to change. Linens must be rented through the Campus Club or through an approved vendor. No outside linens allowed in the Campus Club.

West Wing. The West Wing space is provided to parties with sufficient tables and chairs for a large number of guests. We are happy to assist Clients with the removal of the existing tables and chairs, or the setup of outside structures, for a service fee starting at \$150. Please contact the Events Department for further details, and a final quote.

Smoking Policy. The University of Minnesota is a tobacco free environment. Accordingly, the Campus Club is a non-smoking facility. Smoking is not permitted on the Terrace or anywhere outside the building.

Theft and Damages. Client agrees to be responsible for the reasonable costs incurred by the Campus Club from any damage to or theft of furniture, fixtures, equipment, table accessories or other property in assigned event space by the Client's guests, invitees, employees, or other individuals responsible to the Client during the event. The Campus Club will assume no financial responsibility for damaged or stolen property brought to the facility by the Client, the Client's guests or outside vendors.

4. **Deposits, Fees and Payments.** Client agrees to pay the amount listed (the "Fee") to the Campus Club for venue rental and catering services.

Payment of the balance owed can be made in the form of cash, check, credit card, money order, or through EFS. Any returned checks are subject to a \$30.00 charge. Should personal credit card information not be available or attempts to authorize electronic payment are returned "declined", the Client must pay a 10% penalty.

If Client's Event Date services change considerably in complexity from what has been agreed to, additional appropriate service fees may apply at the sole discretion of the Campus Club. If last minute additions need to be made to the Campus Club's staff due to the change in complexity of the service, those staff members will be added at the sole discretion of the Campus Club. Additionally, any Event Day changes made on site from what was agreed to will be subject to the Campus Club's availability

and additional appropriate service fees will be charged. The Campus Club reserves the right to pursue any accounts in delinquent status by the use of collections after 30 days of non-payment after completion of services rendered.

Service Fees. A service fee of 18% will be added, but is not limited to the following: all food; beverages, AV, dance floor set-up, and flip charts. The Service Fee is subject to Minnesota State Sales Tax. The Service Fee is property of the Campus Club, and distributed as wages to all service employees.

5. **Taxes.** The goods and services provided by the Campus Club shall be subject to applicable taxes. Prices shown do not include the MN taxes of 7.775% for food/beverage, 10.275% for alcoholic beverages.
6. **Rights to Display and Reproduce.** The Campus Club reserves the right to reproduce, publish or exhibit photographs, video, images, and any other products from Event Date as samples of the work of the Campus Club. The Client agrees to act as the agent for the wedding party, family and guests of the Event and grants the Campus Club all rights for display, exhibition, promotion and advertising use of all images produced at the Event in question. The Campus Club may use Client's name or business name in any/all promotional materials as a past client referral.
7. **Limitation of Liability; Indemnification.** Client agrees that, to the fullest extent permitted by law, the Campus Club's maximum total liability for breach of contract shall be limited to the amount of the Fees actually paid by Client. Neither Client nor Campus Club shall be liable for any claims for punitive damages, consequential damages, special damages, emotional distress, mental anguish, lost profits, loss of enjoyment, lost revenues and/or replacement costs.

Subject to Client's liability limits under the Minnesota Tort Claims Act, Client agrees to indemnify, defend and hold harmless the Campus Club against any and all claims, costs, and expenses, including attorneys' fees, arising in connection with materials and services included in the event catering service at the request of Client for which no copyright permission or privacy release was requested or uses which exceed the uses allowed pursuant to a license of other permission, except to the extent attributable to the willful or negligent act or omission of the Campus Club.

The Campus Club assumes no responsibility for any damages to any property owned by the Client, Client's guests or any service providers hired by the Client. The Campus Club does not guarantee any recommended service provider's performance or product.

8. **Incapacitation.** Should the Campus Club become materially or physically incapacitated, such as due to injury, severe illness or unexpected circumstances prohibiting them from performing the agreed upon services for any reason, the Campus Club will make every effort to connect Client with a comparable, replacement venue. In the unlikely scenario that such a situation does occur and a suitable replacement is not found by the Campus Club, or should Client reject the proposed replacement, Client agrees that the maximum remedy shall be a prorated portion of the Fee paid by Client prior to the date of the occurrence of incapacitation, based upon the extent of the Services performed prior to incapacitation.

