



Internal Rental and Culinary Services Agreement

As the Center for Meeting and Learning (Center) has available certain room(s), equipment, and catering services to CUSTOMER; and CUSTOMER desires to contract for the use of room(s), equipment, and/or catering services upon the terms and conditions set within this agreement, then it is agreed as follows:

1. Room. Room rates are extended to internal customers (Lane Community College departments) at 60% off of standard rates. The Center reserves the right to change room reservations at any time to best utilize facility.
2. Use of Rooms. Up to four hours of access including customer set-up and break-down constitutes a half-day room rental rate. An event with duration of four to nine hours of access including customer set-up and break-down constitutes a full-day room rental rate. Regular operating hours are Monday – Friday from 7am to 5pm.

Customer shall not affix to any wall or ceiling in the rooms any materials without prior consent of the Center. Objects cannot be hung from air vents, drop down projection screens, artwork, exit signs, doors or fire extinguishers. Only LCC staff may hang banners or other decorations that require a ladder. Flammable materials are prohibited in the facility.

Decorations that require extraction from carpet, such as, confetti, glitter, birdseed, rice and snow are not allowed in the facility, if used, a cleaning fee will be assessed. A cleaning fee may be assessed if the Center deems more than regular wear & tear occurs to the facility.

All materials and personal property must be removed by the customer from the rooms at the end of the use time. Pre-arranged storage and handling of materials pre and post event may be available at an additional fee. Vendors and/or exhibitors are required to remove all promotional materials and unused disposable service ware from their assigned booth area prior to departing. In the event that excess trash or materials remain after departure, additional disposal fees will be applied.

3. Deposits and Fees. A deposit in the amount of 100% of the room fee or 25% of total estimated charges, whichever is higher, shall be paid to the Center in order to confirm an event. An ICO, Check, or Credit Card Authorization Form is required to be placed on file with the Center. All estimated charges are due in full on or before the first day of the event.
4. Customer Event Cancellation. In the event of a cancellation by customer with written notice given to the Center within 31 to 45 days prior to the day of the event or first day of the event, 25% of the room fee shall be charged to the customer. In the event of cancellation by the customer with written notice given to Center within 15 to 30 days prior to the day of the event or first day of the event, 50% of the room fee shall be charged to the customer. In the event of cancellation by the customer with written notice given to Center within fourteen days or less prior to the event or the first day of the event, 100% of the room fee shall be charged to the customer. For events with catering, if event is cancelled 2 business days or less prior to the event, customer will be subject to 100% of the total estimated cost of food and beverage.

CUSTOMER INITIAL: _____

5. Food and Beverages. All food and beverages served in the rooms shall be provided by the Center and no other food and beverages shall be served or furnished by the customer or third parties except as specifically authorized by the Center. An 18 % service charge will be assessed on all food and beverage orders and will be added to the final billing. A minimum of one week advance notice is required to secure catering services. An additional 18% fee will be charged for short notice (less than one week) requests. A final guarantee and any special dietary needs of those attending are due by noon five business days (excluding Saturday and Sunday) prior to the event date. In the event customer does not notify the Center of the final guarantee by this deadline, the originally estimated attendance will be considered the final guarantee. Customer will not be able to reduce the guarantee number after the guarantee is given. If attendance increases after the final guarantee is given, the Center will make every attempt to accommodate this increase, however, there may be substitutions to the original menu determined by the chef based on timing of notification. Due to health regulations, food may not be taken off Center premises after it has been prepared and served.

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6. Off-Premise Catering. The Center provides catered food outside of the Center for Meeting and Learning to other Lane Community College locations. There is a \$50 minimum for all delivered catering orders. Catering orders to locations on the main campus are charged \$20 for delivery, set-up and retrieval. Catering orders delivered off the main campus (to other Lane Community College locations) are charged a \$45 delivery fee. Delivery to locations other than main campus may be subject to truck rental and labor fees dependent on the scope of the order. The delivery charge may be waived when an order is picked up by the customer and the serving equipment is returned to the catering kitchen within one business day. Only buffet service is available for off-premise catering orders. Upon retrieval/return, serving equipment will be inventoried and a replacement charge will be assessed for any missing items. Containers for leftover food or beverages are not provided.
- CUSTOMER INITIAL: _____
7. Alcoholic Beverages. The sales and service of alcoholic beverages is regulated by the State of Oregon. All alcoholic beverages will be furnished by the Center and shall be served by the employees of the Center under the required liquor licenses of LCC. Applicable bar setup and bartender fees will be assessed. LCC may require an on-duty Public Safety officer for duration of event to be paid for by customer. It is mandatory to have food ordered when alcoholic beverages are being served. The maximum operating time for a bar is four hours and all bars will close one half hour before the event end time.
 8. Audio-Visual Equipment and Services. The Center shall furnish projection screens, dry erase boards and pens as may be requested by the customer. Additional audio-visual equipment and technical support services shall be provided by the Center subject to its availability per the Equipment and Service Rental Rate fee schedule at 50% off standard rates. The Center's technical support services are available solely for audio-visual equipment owned by the Center.
 9. Sound Volume. The customer understands that the facility is customarily used by more than one party concurrently and agrees to allow the Center to exercise sole discretion to moderate the sound volume of the event, whether consisting of electronically amplified sound or loud crowd noise. Customer agrees to cooperate with the efforts of the Center to control sound volume for the benefit of all guests of the facility.
 10. College Closure and Cancellation of Scheduled Event. The Center reserves the right to cancel a scheduled event when LCC Public Safety mandates a full or partial campus closure. If customer's event is cancelled due to LCC campus closure or public safety considerations, the Center will reschedule the event on another agreed upon date(s).
 11. Contact Persons. All contacts made or required to be made under this agreement by customer shall be made to the Center for Meeting and Learning Sales Coordinator, Department Coordinator, or Administrative Specialist.

CUSTOMER:

LCC Department

Print Name

Signature

Date