



TEXAS TECH UNIVERSITY

Office of International Affairs™

RESERVATION CONTRACT

International Cultural Center (ICC)

601 Indiana Avenue, Box 45004

Lubbock, TX 79415

(79409-5004 for Box address)

Client / Organization	Event Date	Time
Address	Clock-In Time	Clock-Out Time

Booking Tel	Booking Fax	Booking Date
Booking Contact	Event Contact	Guests

Event Title	Booking Rep
	Randi Stevens (806)834-2698 or fax 742-1954 randi.stevens@ttu.edu

Resource Encumbrance(s)

Event Date	Room(s)	QTY	Rate	Total
Total				

Equipment Encumbrances (Circle all that Apply) Supplied for events at no additional cost.

Easel(s) # _____ black Dry Erase Board (classroom size or on easel) Tall Podium Table Top Podium
 Mic Stand (tall) (table top) Music Stand Barrier Ropes

Audio/Visual Equipment:

I.T. Tech requested (charge applies): **Y N**

(The ICC does not have a qualified audio visual technician in house. If your event requires specialized set up you will need to either provide your own technician or let me know enough in advance so that I can request someone. That individual's fees will be an additional charge outside of this contract.)

AV Cart (projector and Laptop) -

Microphones: # _____ Lapel / Cordless / Corded _____

Set up style: Classroom Audience U-Shape Dinner Rectangular Other Double Horseshoe
 _____ Senate (5' or 6') _____ Banquet Tables (8') _____ Refreshments Trash Cans _____
 _____ Rounds of _____ Banquet Tables (6') _____ Buffet

_____ Chairs

_____ Banquet Tables (wide)

_____ Served

Set up instructions

Payment Information

Card Type: VISA MASTERCARD AMEX OTHER	TTU/ TTUHSC FOP Number: _____
Card Number: _____	3 digit security code: _____
Expiration Date _____	
Card Holder: _____	
Zip Code: _____	
Signature: _____	Financial Manager Signature: _____

Fees

Charges are based on an assessment of resources, both human and material, involved in normal use of the facility during ICC operating hours. Tables, chairs, and the public address system are included in the room charge. Groups that reserve space at the ICC will be responsible for the care of that space during the event. Reimbursement for damage to the facility through negligence or abuse will be assessed to the responsible group.

Payment

A signed agreement is necessary to guarantee the rental space. A preliminary hold on the rental space gives that customer first right of refusal, but in case of a conflict, that hold must be changed to a guarantee. In all cases, the signed agreement must be in hand a minimum of 2 weeks prior to the event. The contract balance is due the day of the event. FOP's, P.O. number, credit card information or payment by check is required to validate the contract. To insure your reservation, you must provide either a debit/credit card, check, FOP or request an invoice at the time you send the contract to the I.C.C. coordinator. Fees for security will be added for reservations scheduled outside of normal hours. Additional fees for excessive cleanup, damage, or overtime charges may be billed after the event. Adjustments are made for security after the event to the contract based on actual time security was in force. You will be notified via e-mail of any change made in the final contract amount prior to processing the funds. In the event service is provided without the proper financial information, a 20% administrative fee will be assessed.

Texas Tech and Texas Tech Health Sciences Center departments, faculty, state entities and student organizations receive a discounted rate for all room rentals.

Cancellation Policy

No additional charges will be assessed if the scheduling office is notified earlier than ten (10) working days prior to the scheduled event for cancellations. A 20% administrative fee will be charged if you cancel within 10 working days of the event. Full refunds are not possible unless cancellations falls within the time previously listed. If we do not receive notice of cancellation within the designated time frame, we must charge the full rental fee.

Changes

Charges may not be added for changes made more than 48 hours prior to the scheduled event set-up time; however, the ability to change is dependent upon availability of resources, and should additional equipment or personnel be needed, or if there is a change in room assignment, the applicable Resource Encumbrance Charges will be reassessed. You are

required to contact the event coordinator no later than 72 hours prior to the event with the final count of attendees, information on the caterers, and equipment needed. Substantial changes made less than 48 hours before the scheduled event set-up time will require an additional charge of \$50, plus whatever additional Resource Encumbrance Charges, Security Charges, Information Technology Technician Charges are applicable. *Changes will only be accepted from the signatory or contact person as indicated on this signed agreement.*

Event Staff

The International Cultural Center's operating hours are 8 a.m. to 5 p.m. Monday through Friday. Event staff is required for all events scheduled outside of normal business hours and for after hour events where alcohol will be served. The event staff fee is \$25/hour. *Time charged for event staff begins when Event Staff personnel opens the facility either for the group or for catering to set up and ends when the last person, be it the User and/or invited guests or catering personnel, exit the building. Groups staying past the designated end time of the event will incur penalty charges. Time designated on the contract is an estimate and may change depending on the actual time involved.

Parking

The International Cultural Center (ICC) has designated **visitor** parking located in the north parking lot. Although unmarked, the lot approved by Traffic and Parking Services for overflow purposes is in the **museum** lot due north of the main visitor parking for this facility. If you have satellite parking privileges, you may use the large satellite lot south of the ICC and College of Outreach and Distance Education Buildings. To further identify this lot from the smaller employee lot on the south side of the building, this lot has a City Bus stop just west of it. There are a small number of visitor spots on the south side of the building, but we like to reserve those for guests/students coming for Immigration, Study Abroad or Passport services. If you have any questions about parking during normal business hours for your event, please direct your questions to the Event Coordinator (Randi Stevens).

Caterers

The International Cultural Center recommends using University Catering and Hospitality Services for all catered events. If you choose to use another vendor, please notify the events coordinator, Randi Stevens, who you have selected. You are responsible for getting a legible copy of the caterer's most recent Health Inspection Certificate to Tim Riojas, Environmental Health and Safety, as well as applying for a temporary food permit prior to the event. (See **60.18 Temporary Food Service Permit Systems**) The ICC reserves the right to deny the caterer access to the site without all required health and safety documents. All caterers are required to clean up upon the completion of the event and bus trash out to the dumpster.

Alcohol

The ICC has an exclusive agreement with University Catering and Hospitality Services for all alcohol served in or on the grounds of this facility. Alcohol may only be served with *written consent provided by the University President's office or the Office of the Chancellor*, see OP 61.39.1.g. Proof of consent must be on file at the ICC prior to the start of the event. The ICC reserves the right to refuse alcohol service without the proper written documentation on file. A list of available beverages will be provided by Catering upon request. Regardless of who provides the alcohol, a bartender from University Catering must be retained to serve. In no way may you serve the alcohol. University Catering holds the required Texas Alcohol and Beverage Commission (TABC) license for service at the ICC and is thus the exclusive server of all alcoholic beverages. Alcohol may be purchased individually or from University Catering. Please make arrangements with them at 742-1966. Contact the events coordinator if a template letter is requested to obtain permission to serve at the ICC.

Building Usage

1. We ask that no tape, nails or tacks be used to hang banners or signs on the walls. Please make arrangements with the events coordinator if you must hang a banner or sign in the facility.
2. There is no smoking in the building.
3. If there is any damage to any part of the building or equipment by any member at the user's function, the user is responsible for any and all charges that result.
4. We reserve the right to charge an additional cleanup fee for any event where there is excessive cleanup required.
5. All parking is to be done in the north lot unless otherwise instructed. In the event of overflow, the museum lot may be used.
6. No open flames are allowed in the facility, votives or candles enclosed in hurricane lamps permitted in the Hall of Nations only.
7. Decorations are welcome; however, no confetti or glitter of any kind is allowed.
8. We are not responsible for any items left in the building.

9. Changes to the room rental or set-up will only be accepted from the contact person.

Indemnification and Liability

The User agrees to indemnify and hold the Office of International Affairs of Texas Tech University harmless from all claims, liability, damage, injury, penalty, fine or loss, directly or indirectly, by any persons, authority, or entity for injuries to persons or property or damage which in any way relates to the use of said premises by User, to the extent allowable by law; and if any suit or proceeding shall be brought against the Office of International Affairs of Texas Tech University on account of damage, injury, omission, neglect, commission, liability claim or loss occasioned upon by the use activities on said premises, including parking areas, whether third parties, or employees, agents, servants, invitees, licensees, or guests of User, or any other person, the User, to the extent allowable by law, at its sole expense, will defend same, and, to the extent allowable by law, will pay any judgments which may be recovered against the Office of International Affairs of Texas Tech University.

Agreed to by: _____ Date: _____

Event Agent Signature

Signature implies you have read and understand the contract and are agreeable to be in compliance.