

6101 Grayson Drive Denison, TX 75020 (903) 463-8640 rentals@grayson.edu

# **Booking Agreement**

To:		Date:	
		Subject:	
		Arrival Date:	
From: Stacie Pope			
Grayson College appr	reciates your business and welc	comes your arrival to our campus.	
This booking agreem	nent between	, "The Client" and Gra	ayson College,
herein after called, "tl	he College" is binding.		
CANCELLATION 1	POLICY:		
		el this function, the Client agrees to pay	the College as
	•	based on the following sliding scale:	<b></b> 2311 <b>282</b>
6 months	No cancellation payment owed	bused on the following shaing searc.	
180-121 days	5% of the Total Package Pricing	or the Contracted Room Rate	
120-91 days	10% of the Total Package Pricing or the Contracted Room Rate		
90-61 days	25% of the Total Package Pricing or the Contracted Room Rate		
60-31 days	50% of the Total Package Pricing or the Contracted Room Rate		
30-8 days	90% of the Total Package Pricing	g or the Contracted Room Rate	
7-days or less	100% of the Total Package Pricir	ng or the Contracted Room Rate	

# **DEPOSIT RATES:**

Room	Rate
Community Room	\$250.00
Grayson Room	\$250.00
Viking Room	\$250.00
Gym	\$500.00
Culinary Arts	\$250.00

## **ROOM RATES:**

Room	Hourly Rate
Community Room	\$30.00
Grayson Room	\$30.00
Viking Room	\$30.00
Gym	\$50.00
Culinary Arts	\$50.00

# **ROOM RATES:**

The rates quoted are per hour for any hour that the Client occupies the room. Any of the above rooms must be booked for a minimum of 3 hours.

#### **SUPPORT RATES:**

Doom	Doto
Room	Rate
Security	\$25.00/hour
Custodial (weekdays)	\$25.00/hour
Custodial	
(weekends/holidays)	\$35.00/hour
Technical	\$25.00/hour
Decoration Fee	\$10.00/hour
Setup Fee	\$50.00
	(one time fee)
Gym Flooring	\$150.00
	(one time fee)
Administration	\$25.00
	(one time fee)

Support costs are non-negotiable fees and may vary.

The hourly rates quoted are per hour for any hour that the Client occupies the room. Adjustments and/or additional support cost may be applied depending on event space and specifications. Rates are not final until both the Client and Grayson College have a signed booking agreement.

#### **RESERVATIONS PROCEDURE:**

Reservations and/or changes to must be made by the Client and approved by the event coordinator. All changes must be received by the Client no later than 7 days before the reservation date. All changes are subject to additional fees and will be payable on the date specified on the repayment schedule. The College will attempt to comply with special requests regarding room reservations; however, specific room locations and event times cannot be guaranteed. A Client that wishes to arrive prior to the agreed upon time must make arrangements with the Facilities Coordinator. If the space is available, the rental agreement will be modified and the extra time will be charged at two times the rate

Guaranteed arrival time is one hour before your specified event time and the event space must be vacated one hour after your event. Please note that the rented spaces must be left in the same manner that it was occupied. The College does not guarantee the accommodation of early arrivals prior to the Client's one hour guaranteed arrival time.

#### **AGENDA:**

Function space has been reserved to accommodate your program requirements per the following schedule. Should any revisions be necessary, please notify us immediately so that appropriate arrangements can be made.

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental

The College does not permit affixing of anything to the walls, floors, and ceilings of rooms with nails, staples, tape, or any other substance unless approval is given. Any damage incurred will be the responsibility of the Client. All Banquet and Meeting rooms are designated as non-smoking rooms. Any damage or smoking will result in the forfeiture of the deposit and may also result in additional charges to the Client.

## FOOD AND BEVERAGE REQUIREMENTS:

For events where food is served, the Client must use the food service vendor, Great Western Dining, that operates the college's dining facility. The Client will be charged according to Great Western Dining fees.

Alcoholic beverages are permitted at various locations and must be approved by Grayson College President prior to event (see Alcoholic Beverage Authorization). Grayson College reserves the right to inspect all private parties, meetings, receptions, etc. being held on the premises and stop any event that violates college policy or endangers the safety and security of any person or college property.

Grayson College also reserves the right to assign function space at our discretion and will assign space to adequately accommodate your function.

The following pre-payment schedule will apply to **ALL** events, receptions or parties and will be specific to each client event: Clients can choose to make a full payment at any time.

> At Time of Booking 25% of All Estimated Costs & Security Deposit

30 Days Prior to Event 50%

7 Days Prior to Event Remaining Balance of All Costs

Pre-payments for these events are non-refundable. Failure to comply with the pre-payment schedule shall result in the immediate cancellation of the event.

Pre-payment schedule may change depending on booking date. Security deposit will be returned after event space has been checked for damage and all charges, including any last minute adjustment/change fees have been paid.

#### **ROOMS:**

The College shall not assume responsibility for the damage or loss of any of the Client's property, including merchandise or articles left in a conference, banquet or meeting room prior to or following any convention, meeting, reception or event.

by

BOOKING DEPOSIT:	
Renter will pay a one-time deposi	t of The deposit is refundable as long as there are no
damages to college property or vi-	olation of college policy. If damages are incurred (to be determined by
Grayson College) deposit will be	retained by the college. If cost to repair damages exceeds deposit,
additional charges will apply.	
A booking deposit of \$	, is required with the return of this signed contract and will
returned to the Client after event.	
Deposit by: Check, paya	ble to Grayson College
Credit Card	

# CREDIT CARD AUTHORIZATION/PAYMENT:

Ref:	Grayson College				
Group	p:				
Please	e select one or more	f the following transaction authorizations:			
	I authorize the following credit card to be <i>charged the advance deposit</i> in the amount of \$ towards the above referenced account/group.				
		wing credit card to be used as the <i>guarantee of payment</i> for the balance of or the above referenced account/group.			
		wing credit card to be <i>charged for the final balance</i> in the amount of for the above referenced account/group.			
Type	of Credit Card:				
	MasterCard Visa Discover Card	Card Number Expiration Date Print Name on Credit Card			
result	in cancellation of a	rmation is true and correct and I understand that any false information may account which may be established.  Date:			
Paym		Date Received:			
	Check #	Amount: \$			
	Cash	_			
BILL	ING AND PAYMI	NT:			
PLEA	ASE INDICATE Y	UR SELECTION FOR EACH OF THE FOLLOWING ITEMS:			
ROO	M CHARGES (choos Community Roon Grayson Room Viking Room	only applicable room plan)			
	Culinary Art Gym				

SUPPORT CHARGES  Security Custodial (weekday) Custodial (weekend/holiday) Technical Fee Decoration Fee Setup fee Administration
The following pre-payment schedule will apply toevent/s, reception/s or party:
At Time of Booking 30 Days Prior to Event 7 Days Prior to Event
<b>Note:</b> The payment dates are determined by Grayson College office hours.
Pre-payments for these events are non-refundable. Failure to comply with the pre-payment schedule shall result in the immediate cancellation of the event.
Pre-payment schedule may change depending on booking date. Security deposit will be returned after event space has been checked for damage and any last minute adjustment/change fees have been paid.
The Client is responsible for any additional charges due to changes and/or early occupancy to the event space
All accounts are due upon receipt. If it becomes necessary to turn the unpaid balance over to a collection agency, a fee of up to 50% of the balance due will be added to cover collection costs. The percentage varies based upon the age of the account and the balance due.
<b>INDEMNITY:</b> The Client agrees to indemnify, defend and hold the College harmless from any and all claims, liabilities, suits, costs and expenses, including without limitation, to its employees, agents, invites, or assigns out of, or in any connection with the Client.
<b>ENTIRE BOOKING AGREEMENT:</b> This Booking Agreement and any attachments constitute the entire Booking Agreement between the parties with respect to the subject matter herein and shall supersede all previous proposals or booking agreements. This Booking Agreement may not be released, discharged, changed or modified except in writing and with signatures of authorized representatives of both the Client and the College.

If these arrangements meet with your approval, this original Booking Agreement must be signed and returned to the College no later than \_\_\_\_\_\_, at which time it will be executed and take effect.

When signed by representatives of both parties, this Booking Agreement will constitute a binding agreement

between the Client and the College.

If the Booking Agreement is not received by this date, all arrangements in this Booking Agreement will become null and void and any reservations held will be released without further notice.

Approved: Grayson College	Accepted and Agreed:	
By:Facility Coordinator	By:Client	
Date:		
Notes:		