



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

## Booking Agreement

To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_

Subject: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

From: Stacie Pope

Grayson College appreciates your business and welcomes your arrival to our campus.

This booking agreement between \_\_\_\_\_, "The Client" and Grayson College, herein after called, "the College" is binding.

### CANCELLATION POLICY:

If, for some reason, Client finds it necessary to cancel this function, the Client agrees to pay the College as liquidated damages and not as a penalty, an amount based on the following sliding scale:

6 months	No cancellation payment owed
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 or the Contracted Room Rate
7-days or less	100% of the Total Package Pricing 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.



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.

**BOOKING DEPOSIT:**

Renter will pay a one-time deposit of \_\_\_\_\_ . The deposit is refundable as long as there are no damages to college property or violation 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, payable to Grayson College  
                  \_\_\_\_\_ Credit Card

**CREDIT CARD AUTHORIZATION/PAYMENT:**

Ref: Grayson College

Group: \_\_\_\_\_

Please select one or more of the following transaction authorizations:

\_\_\_ I authorize the following credit card to be *charged the advance deposit* in the amount of \$\_\_\_\_\_ towards the above referenced account/group.

\_\_\_ I authorize the following credit card to be used as the *guarantee of payment* for the balance of \$\_\_\_\_\_ for the above referenced account/group.

\_\_\_ I authorize the following credit card to be *charged for the final balance* in the amount of \$\_\_\_\_\_ for the above referenced account/group.

Type of Credit Card:

\_\_\_ MasterCard                      Card Number \_\_\_\_\_  
\_\_\_ Visa                                Expiration Date \_\_\_\_\_  
\_\_\_ Discover Card                    Print Name on Credit Card \_\_\_\_\_

I certify that the above information is true and correct and I understand that any false information may result in cancellation of any account which may be established.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Check #** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_

**Cash** \_\_\_\_\_

**BILLING AND PAYMENT:**

**PLEASE INDICATE YOUR SELECTION FOR EACH OF THE FOLLOWING ITEMS:**

ROOM CHARGES (choose only applicable room plan)

Community Room	_____	_____
Grayson Room	_____	_____
Viking Room	_____	_____
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 to \_\_\_\_\_ event/s, reception/s or party:

At Time of Booking	_____
30 Days Prior to Event	_____
7 Days Prior to Event	_____

**Note:** 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.**

**INDEMNITY:**

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.

**ENTIRE BOOKING AGREEMENT:**

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.

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

