

SOUTHERN MISS EVENT SERVICES CUSTOMER AGREEMENT

Cochran Center | Lott Center | Cook Union | Hub | Danforth Chapel

FOR ALL PATRONS:

- 25% of balance is due at time of booking to guarantee space.
- Balance is due one week in advance.
- Make check payable to Event Services.
- Visa, Master Card & American Express accepted; a 3% SERVICE CHARGE will be applied to final bill.
- Customer agrees to pay any charges incurred during the event, including damages or excessive cleanup to the facility or equipment. Decorations cannot be attached to the ceiling, walls or light fixtures. Glitter, confetti & mylar balloons are also prohibited. Candles are allowed in vases or "drip-less versions.
- Contact Southern Miss Catering at 601.266.5552 or www.southernmisscatering.com for menu options.
***NO OUTSIDE CATERERS ALLOWED.** No food may be brought in for any event.
- Please leave facility in the original chair/table arrangement at the conclusion of the event.
- Cancellations for the TRENT LOTT CENTER, THAD COCHRAN CENTER BALLROOM or ENTIRE FACILITY must be made 3 months in advance OR DEPOSIT WILL BE LOST.
- Other Cancellations and Changes to an event must be made one month in advance.
- Approval may be granted for alcohol to be served at an event in accordance with the University alcoholic beverage service policy. Security is required and will be added to final bill and is based on anticipated attendance. Customer agrees to work through Southern Miss Catering for this service.
- Customer is responsible for notifying the Event Services Office of any special ADA accommodations at least one week in advance.
- Parking requests should be submitted in writing to the assistant director for Event Services one month in advance. Reserved parking is based on availability.
- Event Services/Union and Programs department/TLNC is not responsible for any items left overnight in meeting rooms.
- All events are subject to a review process to determine if the "nature of the event" is suitable for the facility.
- Retain this copy for your records.
- The Event Services office reserves the right to change room assignments, if deemed necessary. Should the need arise, events may be relocated to other facilities on campus.
- Arrangements for shipping/storage of materials prior to an event must be made one month in advance, by contacting the assistant director for Event Services. Charges Apply.
- On-campus "door-to-door" advertising for an event is strictly prohibited, please refer to the Solicitation Policy at <http://www.usm.edu/event-services/policies> and click on Policies & Procedures for Campus & Community Patrons.
- We do not provide ANY equipment, sound, or tables for outdoor events.
- Events occurring outside of normal hours of operation will be assessed a per hour overtime fee.

EXTERNAL CUSTOMERS ONLY:

- Insurance may be required for use of the facility. Customer agrees to obtain Event Insurance and provide certification of insurance at least 30 days prior to the event.

ON-CAMPUS GROUPS ONLY:

- For equipment not offered by the Event Services Office, you must contact equipment.services@usm.edu.
- DEPARTMENTS MUST PROVIDE BUDGET STRING BEFORE EVENT IS CONFIRMED.

STUDENT ORGANIZATIONS:

- All events including regularly schedule recurring meetings MUST complete an Event Request Form through the Office of Leadership and Student Involvement, have a current Organization Information Form (OIF) on file with the their office, and must attended a Student Organization Orientation session prior to any event or meeting.

In order to for your event to be confirmed, you will need to sign an agreement to all of the above statements which will be emailed to you. Should you not receive an email after 3 business days following your request, please call 601.266.4399.