

Stephen and Marcia Wade Alumni House At Dixie State College

CONTRACT

Name of Responsible Party _____ Name of Spouse _____

Phone Numbers (Cell) _____ (Home) _____ (Work) _____

E-Mail _____

Mailing Address _____ City, State, Zip _____

Bride's Name _____ Phone # _____

Groom's Name _____ Phone # _____

Date of Event _____

- | | | |
|---|----------------------|---------------|
| <input type="checkbox"/> Wedding Breakfast | Time: _____ to _____ | Fee: \$ _____ |
| <input type="checkbox"/> Wedding Ceremony | Time: _____ to _____ | Fee: \$ _____ |
| <input type="checkbox"/> Wedding Reception | Time: _____ to _____ | Fee: \$ _____ |
| <input type="checkbox"/> Wedding Dinner/Party | Time: _____ to _____ | Fee: \$ _____ |
| <input type="checkbox"/> Banquet | Time: _____ to _____ | Fee: \$ _____ |
| <input type="checkbox"/> Conference/Meeting | Time: _____ to _____ | Fee: \$ _____ |
| <input type="checkbox"/> Other _____ | Time: _____ to _____ | Fee: \$ _____ |

Additional Hours Needed? Yes / No How many hours? _____ Fee: \$ _____

Alumni House Flower Package Yes/ No Fee: \$525.00

Combined Fees \$ _____

Less Alumni Discount \$ _____

Total Amount Due \$ _____

Deposit of \$ _____ (50%) paid on (date) ___/___/___ Balance of \$ _____ due 30 days prior to event

Refundable Cleaning Deposit of \$100 paid on ___/___/___ Check# _____

Rooms to be used:

- Great Room Dining Room Kitchen Gardens Bridal Rooms Conference Room

Policy Agreement

I have read and understand the Alumni House Use Policy (on back of this contract) and agree to use the Stephen and Marcia Wade Alumni House in accordance with the following:

1. I understand that no alcoholic beverage or tobacco product can be served on the DSC premises.
2. I understand that the Alumni House provides parking on the street. I will inform my guests that the Alumni House is not responsible to pay for tickets guests receive for parking violations.
3. I understand the cancellation and refund policy.

Signature: _____ Date: ___/___/___

Approved By: _____ Date: ___/___/___

Stephen and Marcia Wade Alumni House At Dixie State College

684 East 200 South
St. George, UT 84770
435-879-4400 or 435-879-4535

USE and CANCELLATION/REFUND POLICY

The Renter, _____, acknowledges that alcohol, tobacco, firearms and illegal drugs are not permitted on the Dixie State College Campus or in any College building according to Utah State law; this includes the Stephen and Marcia Wade Alumni House. If the College has reasonable suspicion that illegal drugs, tobacco, firearms, or alcohol are present in or about the Wade Alumni House, the renter agrees to give the College authority to conduct a reasonable search to ascertain the same. The renter acknowledges that any such use or possession will constitute a breach of this agreement and will result in the immediate eviction of any violators, including the removal of the entire renting group at the discretion of Dixie State College officials.

Renter acknowledges that there is no access to the roof. There is to be nothing stuck to walls and painted surfaces, inside or out, including nails and/or glue. No direct metal can be used on the wood floor. Stakes cannot be driven into the ground without the permission of the Wade Alumni House gardener. Driving on the grass is prohibited. All set up needs prior approval. Interior candles with an open flame are prohibited, unless used on a candle warmer. A cleaning deposit of \$100 is required at the time of the rental. If damage is found after the event, the renter will pay the damages and the \$100 fee will not be refunded. If damage is viewed before hand, it needs to be pointed out to DSC personnel.

I, _____, the undersigned, in consideration of Dixie State College, an institutional member of the Utah System of Higher Education, with the principal office in St. George, Utah, do hereby freely and voluntarily agree to release, save, hold harmless, and indemnify Dixie State College and Alumni Association from any and all claims or loss; injury; damage; suit action; demand; fine; judgment or decree; and any expense thereof, including reasonable attorney's fees, that may happen or occur to me, or anyone associated with me, as a result or in consequence of our using the Stephen and Marcia Wade Alumni House, whether the same is caused by the negligence of the College or of its officers, agents, employees, or otherwise.

I understand that I am responsible for obtaining all food necessary for any event associated with use of the Alumni House. I understand that the Alumni House is not responsible to pay for tickets guests may receive for parking violations.

I further agree to hold the College and the DSC Alumni Association harmless from injury or damages occurring to third parties as a result of the actions of myself or others using the Wade Alumni House in connection with the event that I sponsor and represent.

A deposit of 50% and a refundable \$100 cleaning deposit is required to hold a date. The remaining 50% is due 30 days prior to the event. A late payment will result in an additional 10% late fee.

If cancellation is necessary, refunds are as follows:

1. A deposit may be transferred to another date without penalty if the change is made 90 days prior to the event.
2. Refund Policy-
 - Cancellation with less than 30 days notice = \$0 Refund of Deposit
 - Cancellation with more than 31 days notice = 50% Refund of Deposit

I agree to all of the conditions of the Use Policy and Contract

Renter Signature: _____ Date: ___/___/___

DSC Alumni Signature: _____ Date: ___/___/___