

# DIXIE STATE UNIVERSITY

## STEPHEN & MARCIA WADE ALUMNI HOUSE

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event: \_\_\_\_\_ Event Date & Time: \_\_\_\_\_

<b>RENTAL RATES</b>	
<i>(See more details below and attached)</i>	
Conference Room w/o Video Conferencing	\$50/hour
Conference Room w/ Video Conferencing	\$100/hour
Great Room	\$125/hour
Small Community Group (Monday - Thursday, 10:00AM - 3:00PM, 2 hour limit)	\$100.00
<b>Deposit (Save the Date)</b>	<b>(\$100.00)</b>

### REQUESTED ROOMS

Conference Room \_\_\_\_\_ Kitchen \_\_\_\_\_ Great Room \_\_\_\_\_ Gardens \_\_\_\_\_ Bride's Room \_\_\_\_\_

**Balance due 30 days prior to the event. (See Contract)**

RENTAL TYPE				
RENTAL OPTIONS	REGULAR	DSU ALUMNI DISCOUNT 20%	FEE	TOTAL
Day	\$800.00	\$640.00		
Hour	\$125.00	\$100.00		
SET UP & OPTIONS				
SET-UP	COLOR	QUANTITY	FEE	TOTAL
60" Banquet Round Table				
Table Toppers				
Table Runners				
36" Round (bar high)				
36" Round (reg high)				
72" X 30" buffet (serve / head)				
Display (large wooden)				
Chairs (w/o cover-----w/cover)				
Chairs (bows-----bands)				
Chairs (outside)				
TV Screens				
Screen / Projector				
Podium				
Sound System (large)				
Sound System (small)				
TOTAL				
PAYMENT DATE	CASH / Check # / CREDIT CARD		AMOUNT	BALANCE DUE

**DIXIE STATE UNIVERSITY**  
**STEPHEN & MARCIA WADE ALUMNI HOUSE**

**RENTAL RATES**

RENTAL	REGULAR RATE	ALUMNI RATE
Conference Room w/o video conferencing	\$50.00 / hour	\$40.00 / hour
Conference Room w/ video conferencing	\$100.00 / hour	\$80.00 / hour
Great Room including Truman Gardens, Kitchen, & Bride's Room	\$125.00 / hour	\$100.00 / hour
Great Room including Truman Gardens, Kitchen, & Bride's Room	\$800.00 / 8 hours	\$640.00 / 8 hours
<ul style="list-style-type: none"> <li>• Additional add-on hours</li> </ul>	\$100.00 / hour	\$100.00 / hour
<ul style="list-style-type: none"> <li>• Tables and Chairs (included in rental of facility)</li> </ul>	N/C	
ADDITIONAL SET UP & OPTIONS		
<ul style="list-style-type: none"> <li>• Linen Table Covers (White or Cream)</li> </ul>	\$7.00 each	
<ul style="list-style-type: none"> <li>• Sequin Table Cover (serving tables only)</li> </ul>	\$20.00 each	
<ul style="list-style-type: none"> <li>• Plastic Table Covers (white)</li> </ul>	\$2.00 each	
<ul style="list-style-type: none"> <li>• Table Toppers</li> </ul>	\$4.00 Each	
<ul style="list-style-type: none"> <li>• Table Runners</li> </ul>	\$2.00 each	
<ul style="list-style-type: none"> <li>• Sequin Table Runners</li> </ul>	\$4.00 each	
<ul style="list-style-type: none"> <li>• Chair Covers w/ bows or bands</li> </ul>	\$1.50 / chair	
EVENT DATE DEPOSIT	<b>\$100.00 deposit is required to hold the date</b>	
<p><b>To Make A Reservation Contact:</b>  Julie Rhodes  435-879-4535  <a href="mailto:julie.rhodes@dixie.edu">julie.rhodes@dixie.edu</a></p>		

# USE, CANCELLATION & DAMAGE POLICY CONTACT

## DIXIE STATE UNIVERSITY

### STEPHEN & MARCIA WADE ALUMNI HOUSE

www.dixie.edu/alumnihouse | 435-879-4535

The Renter, \_\_\_\_\_, acknowledges that alcohol, tobacco, firearms and illegal drugs are not permitted on the Dixie State University Campus or in any University building according to Utah State law; this includes the Stephen and Marcia Wade Alumni House. If the University 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 University 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 University 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 date deposit of \$100 is required at the time of the rental agreement. The date deposit is required to hold rental date. If damage is found after the event, the renter will pay the damages occurred. If damage is viewed beforehand, it needs to be pointed out to DSU personnel.

I, \_\_\_\_\_, the undersigned, in consideration of Dixie State University, 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 University 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 University 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 DSU Alumni House is not responsible to pay for tickets guests may receive for parking violations.

I understand for each additional hour beyond the agreed rental timespan, the renter will pay \$100 per each additional hour.

I further agree to hold the University and the DSU 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% of rental cost and a \$100 date deposit is required to hold a date. Before and after the event, there will be a damage free inspection by DSU personnel. If damage is accumulated from the rental, I understand I will be billed and will be required to pay for all costs in repairing the damage. The remaining 50% of rental cost 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 from event date = \$0 Refund of Date Deposit
  - Cancellation with more than 31 days' notice from event date = 50% Refund of Date

Deposit By signing below I agree to all of the conditions of the Use Policy and Contract as stated above:

**Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_

**DSU Alumni Office Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_