The College Underground

Rental Contract for Departments & Student Organizations

Organization/Department: _____

Co-Sponsor: _____

Contact Person: _____

Phone Number: _____ **Cell:** _____ **Fax:** _____ _____

Email Address: _____

Mailing Address/Box Number: _____

Event Title: _____

Date of Event:_____ **Anticipated Attendance:** _____ 230 Maximum Capacity

Set-up Time: _____ **Start Time:** _____

End Time: _____ **Load-out Time:** _____

Description of Event:

Select Your Plan and Choose Options *College Departments not Charged for Plans

Select a Plan:

☐ Basic Plan

☐ Intermediate Plan

☐ Full Plan

Select Other Options:

☐ I would like to co-sponsor my event with the UG

☐ I would like to order a special beer for my event *(additional fees apply)* Type: _____Amount:_____

☐ I would like to request special food: _____ Amount: _____

☐ I would like to request a specific DJ *(requests not guaranteed)* Name of DJ: _____

☐ I would like a playlist made for my event *(requests not guaranteed)* Type of Music: _____

☐ *I would like to pay for the cover charge if applicable ***Friday Dance Party Only** ($230)

Is the event open to the entire campus community?

☐ Yes ☐ No- It is only open to: _____

Will a guest list be provided for the door? ☐ *Yes* ☐ *No*

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Plan Descriptions

Choose What's Best for Your Organization

BASIC PLAN: $10

For events with no alcohol and small to medium (0-100) expected attendance

Includes:

- Facility Rental
- Staffing
- UG Sound System
- Popcorn and Soda Service

INTERMEDIATE PLAN: $20

For events with alcohol and a small to medium (0-100) expected attendance or an events with no alcohol and a medium to large (100-230) expected attendance

Includes:

- Facility Rental
- Staffing
- UG Sound System
- Popcorn and Soda Service
- Alcohol Service
- Ability to Order Special Alcohol

FULL PLAN: $50

For events with alcohol and a medium to large (100-230) expected attendance

Includes:

- Facility Rental
- Staffing
- UG Sound System
- Popcorn and Soda Service
- Alcohol Service
- Ability to Order Special Alcohol

Co-Sponsoring with the UG: $--

To reduce cost and team up with the UG in producing your event

Details:

- Can be combined with any plan
- Cost of plan is halved
- UG produces publicity and promotions
- UG Programs Managers plan event with your group's leadership

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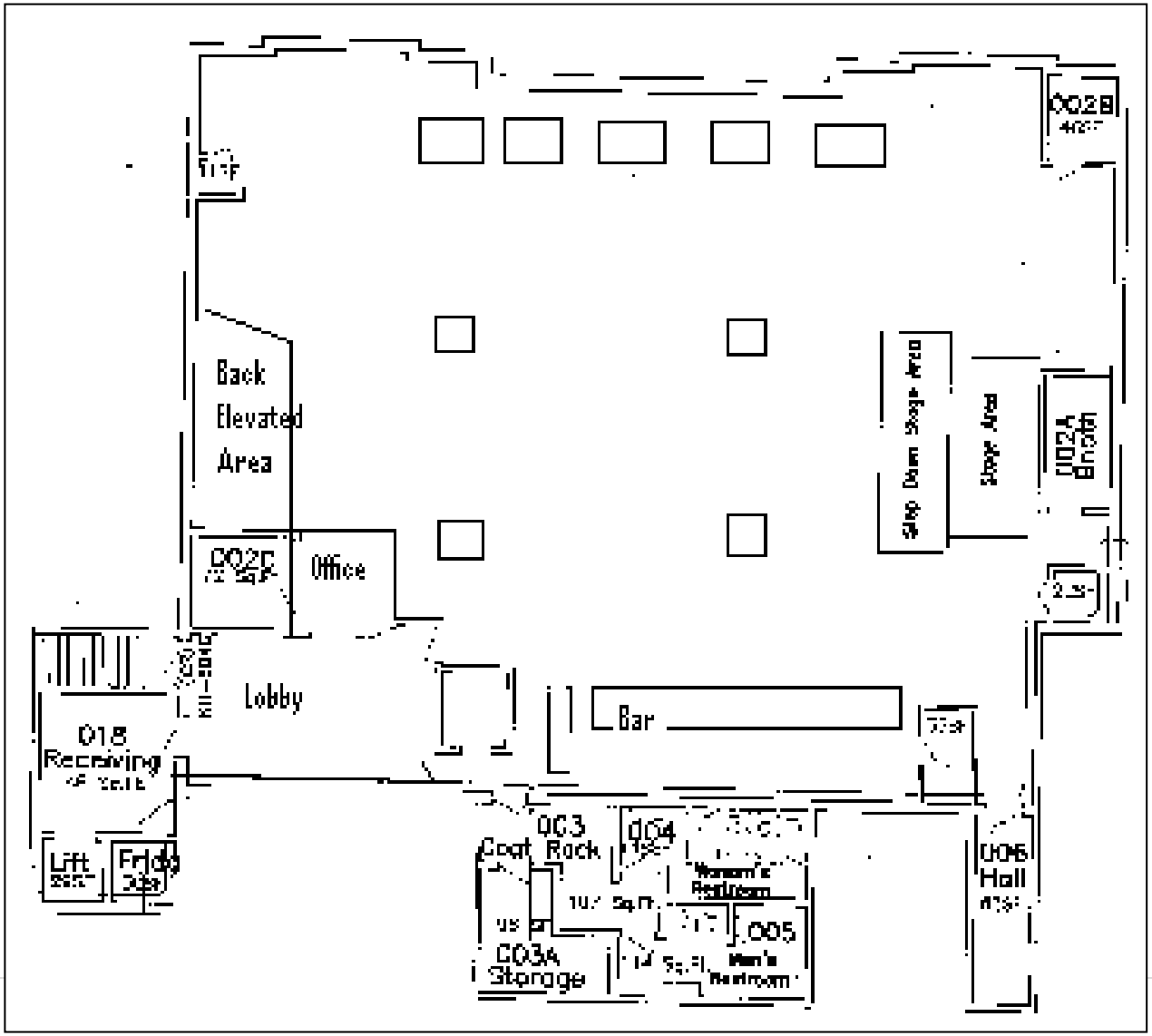
SET UP

What Do You Want Your Event to Look Like?

Please make a brief diagram:



Chairs Needed: _____

Tables Needed: _____

8-Ft. Tables Needed: _____

Microphones Needed: ____

Microphone Stands: _____

Monitors Needed: _____
(*two Monitors available)*

Guitar Cords Needed: _____
(*four cords available*)

Projector Needed: Yes __ or No __

Karaoke Needed: Yes __ or No __

Laptop Connection: Yes __ or No __

iPod Connection: Yes __ or No __

Bringing outside Sound or Lighting Equipment: Yes __ or No __
If Yes, please describe:

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Steps To Rent the UG

What You Do

- Fill out this form
- Turn this form into the Student Activities Office or email it to kcarpenter@wooster.edu at least two weeks prior to your event
- Schedule a meeting with the UG Supervisor (Kevin Carpenter)
- Discuss the details of your event with the UG Supervisor (Kevin Carpenter)
- If co-sponsoring with the UG, meet with UG Programs Managers and UG Supervisor
- Publicize your event or help publicize if co-sponsoring
- Provide billing/payment information
- Provide any additional information requested by the UG Supervisor (Kevin Carpenter)
- Receive confirmation of your event being scheduled
- Come to the UG an hour before your event and assist in the set-up
- Be present at and enjoy your event
- Stay to help clean up your event
- Follow up with the UG Supervisor (Kevin Carpenter) if you have any questions

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PLEASE READ THE FOLLOWING CAREFULLY:

1. The College Underground is not responsible for damages or loss of equipment/property belonging to renter and/or their guests.
2. A **cleaning fee of $25.00 per hour** may be assessed to the renter for any cleaning above and beyond the normal upkeep. This fee will be billed to the renter following the event.
3. Renter is responsible for a repair costs that may arise from the misuse/neglect of The College of Underground and/or equipment which led to the damage during the event. The College Underground is not responsible for the storage and protection of equipment that does not belong to the College Underground before, during, or after an event.
4. Smoking is prohibited in the College Underground. Any and all smoking must take place at least 25 ft away from the entrance to the Underground per The Scot's Key.
5. Outside beverages are **not permitted** in the College Underground unless provided by Dining Services. No outside alcohol or alcohol service is permitted at the UG.
6. The College Underground is open to all enrolled College of Wooster students, as well as C.O.W. faculty and staff. **All patrons must bring their (1) C.O.W. card AND (2) a valid driver's license or state ID** to the Underground. Patrons will not be admitted into the UG without proper identification.
7. A currently enrolled C.O.W. student may accompany **one (1)** guest into The College Underground. **All guests must show photo ID and be at least eighteen years of age.** Upon arrival the guest and the C.O.W. student must sign-in the guest at the front door. The C.O.W. student is responsible for the actions of him/herself and those of his/her guest. Any UG staff member has authority to ask the guest and/or the student to leave. If the currently enrolled C.O.W. student leaves, his/her guest must leave too. Special arrangements may be made for additional guests through the UG Supervisor. A final guest list MUST be provided to the UG Supervisor at least 5 days prior to the event or function at the UG.
8. To secure the reservation of a specific date and time, a completed contract, containing all information and details pertaining to the event, must be received by the UG Supervisor **at least 2 weeks** prior to the event or function.
9. All fees must be paid in full or the correct account number must be listed **at least two weeks** prior to the event or function. Student organizations renting the UG must check their account in the Student Activities office prior to submitting this rental contract to confirm availability of funds.
10. The College Underground will not be held liable for failure to carry out arrangements that are beyond our control, due to acts of God and/or college disputes, either of which result in a disruption of functions at The College Underground.

In signing this agreement, we (referring to the organization/department as a whole) understand all of the guidelines which The College Underground has outlined for rentals, and agree to abide by them. We understand that our department/organization is responsible for all costs listed here. We may also be held liable for any damage that may occur, and special cleaning that may be necessary, and /or any behavior that is deemed inappropriate and in opposition to the policies of The College Underground and The College of Wooster, as well as local, state, and federal law. We also understand that the representative(s) of our organization/department must be present from the set-up time until the load-out completion time of the event to ensure that none of the above mentioned scenarios occur. If a problem occurs, the above listed representative(s) will be present to assist The College Underground staff in resolving the issue quickly. Failure to comply with any of the above could result in a loss of privilege in reserving The College Underground in the future.

_____ _____

Student Organization/Department Representative Date

_____ _____

Student Organization Treasurer Date

_____ _____

UG Supervisor Date

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Payment Options

How Do You Plan on Paying?

☐ Expense Account Number: _____

☐ Cash* (tax applies)

☐ Check** (tax applies)

*Payment by cash or check is due at time of reservation.

**Checks are made out to "The College of Wooster—UG"

Invoice

Filled Out At the Time of Your Meeting with the UG Supervisor

$ _____ Plan Type: _____

- $ _____ Co-Sponsor with UG

+ $ _____ Special Beer Order: _____

+ $ _____ Special Food Order: _____

+ $ _____ Cover Charge

= $ _____ Total

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