

**Health Science Center (HSC)
Special Event Agreement**

***This form should be forwarded to Nicole Voter, HSC Information Desk at:
hscinformation@westernnc.edu; 608-789-6172.***

Date of event:

Agreement between La Crosse Medical Health Science Consortium and

_____ to rent/use the Health Science Center during the weekend or special event.

1. Name of Event:

2. Date of Event:

3. Start/End Time of Event:

4. Room Number(s) of Event:

5. Number of attendees:

6. Is this a weekend event?

Yes No

Do the HSC entrance doors need to be unlocked?

Yes No

If yes, what time should the doors be unlocked? _____

By checking yes for Saturday or Sunday events, our department agrees to pay a \$50.00 charge per day to have the HSC doors unlocked/locked if there is no custodian scheduled that day.

7. Do the HSC room(s) need to be unlocked?

Yes No

If yes, what time should the doors be unlocked? _____

8. Will you be serving food?

Yes No

9. Do you need the lights in the restrooms and hallways on?

Yes No

If yes, which floor(s) are lights needed on?

10. Are you interested in the option to contact a tech person if the need should arise? Please note this option is **not available on Sundays**.

Yes No

If no is checked, there will not be anyone to contact during the event.

If yes is checked, Nicole will confirm if a tech person is available for the requested date and time. If so, the tech person will be available via phone and will not be physically be in the building.

By checking yes, our department agrees to pay a minimum \$25.00 tech support charge per day for our special event, even if tech support is not called upon.

By checking yes, our department agrees to pay an additional \$50 per each 30 minutes if the tech person is contacted for tech support. (Charges will be tallied by 30-minute increments)

11. Are you interested in having tech person physically in the building? This option is only available Monday – Friday.

Yes No

By checking yes, our department agrees to pay a \$100/hour for the tech person to be physically in the building.

12. Custodial Services (mandatory) This charge is for Saturday/Sunday events only. There is no additional charge Monday – Friday.

Our department agrees to pay a \$50.00 custodial charge per day for our special event being held on Saturday or Sunday when there is no custodian scheduled in the HSC.

General Information

LMHSC: La Crosse Medical Health Science Consortium

HSC: Health Science Center

Venue Change Requests

Any request changes, prior to seven days before the event, cannot be guaranteed.

Food

Food may be ordered through a caterer of choice. One option is Chartwells through UW-La Crosse (608-785-6485).

Liability

The LMHSC reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The LMHSC cannot assume responsibility for personal property and equipment brought on the premises.

Patron may be required to provide a one million dollar (\$1,000,000) insurance policy naming the LMHSC as an additional insured. The policy should minimally include coverage for bodily injury and property loss. The renter will provide LMHSC with documented proof of insurance within ten (10) days of the signed contract date. The LMHSC will not provide insurance coverage for the renter or the renter's delegates, staff, or guests.

Hold Harmless Agreement

The Patron agrees that all participants are under the direct and complete supervision and control of the Patron. As such, Patron is liable for all damages resulting from participant utilization of the facilities and services provided by the LMHSC. Patron shall also reimburse the LMHSC for all damages to facilities and services of the LMHSC resulting from the use of those facilities and services by Patron and/or its participants. In addition, the terms and conditions of the agreement do not require the LMHSC to relinquish its control of its facilities and services to the Patron. The LMHSC assumes no responsibility for loss or theft of personal property or damages to personal property of the Patron or any of its participants. The Patron shall indemnify and hold harmless the LMHSC buildings, properties, or facilities to the extent permitted by State law.

The Patron does hereby indemnify, to the extent permitted by State law, defend and save harmless the LMHSC and their officers, employees, and agents from and against all loss or expense (including costs and attorney’s fees) by reason of liability imposed by law upon them for damages because of bodily injury including death at any time resulting there from, sustained by any person or persons or on account of damages to property, including loss of use thereof, whether caused by or contributed by the LMHSC or their agents.

Cancellations

The Patron agrees to notify the LMHSC to cancel this contract. If cancellation is less than 48 hours, the Patron assumes responsibility for a \$50 charge.

Candles

Due to fire regulations, use of open flame is not allowed.

Miscellaneous

Patron agrees to begin its function promptly on the scheduled time and agrees to have its guests, invitees, and other persons vacate the designated function space at the closing hour indicated. The Patron further agrees to reimburse the LMHSC for any overtime wage payments or other expenses incurred by the LMHSC because of Patron’s failure to comply with these regulations.

Patron assumes responsibility for any and all damages caused by it or any of its guests, invitees, or other persons attending the function, whether in rooms reserved or in any other part of the HSC.

In the event of breach of this agreement by the Patron, the LMHSC reserves the right to cancel same without notice, and without liability to the HSC.

Billing

The undersigned agrees to make immediate payment upon receipt of invoice.

Signature

Date

Printed Name

- Completed by HSC Information Desk:
- _____ \$50 for custodian services (Saturday & Sunday events)
- _____ \$50 to lock/unlock doors (Saturday & Sunday events)
- _____ \$25 for available tech support
- _____ Other depending on selected choices