



## Terms and Conditions

**Estimates:** The final invoice amount may differ from those shown due to changes involving actual room rental, audiovisual equipment usage, labor required, and/or other additional charges. Equipment listed in this estimate will be billed regardless of use on the day of the event.

**Payment:** The total charges listed are estimated. Following this reservation, a final invoice will be calculated and sent to the client via email.

**Details:** Reservation details - including but not limited to timing, room setup, and audiovisual equipment required - must be submitted at least two weeks prior to this reservation. Failure to do so may result in the cancellation of this reservation or the addition of a \$250 Short Notice Fee.

**Cancellation:** Requests to cancel your event must be submitted in writing. Once the Reservation Confirmation document is signed and returned to our office, cancellation fees are assessed for each booking - per room per day - as outlined in the cancellation section below.

21 - 30 Days Prior to Event: 25% of Est. Room(s) Rental OR \$50 Processing Fee (whichever is greater)

0 - 20 Days Prior to Event: 50% of Est. Room(s) Rental OR \$50 Processing Fee (whichever is greater)

At SSC's discretion, cancellation fees may be waived if the same event is rescheduled once within 90 days of the original event date.

### **ESSENTIAL INFORMATION:**

**Candles:** Wax candles are not permitted in our facilities under any circumstances. We recommend simulated LED candles or liquid candles placed in a safe heat-resistant container if they are needed.

**Cleaning:** The client is responsible for disposing of leftover materials, signage, food waste, etc. in the provided receptacles at the conclusion of your event. Items that do not fit in the provided receptacles must be taken off-site by the client OR taken to building dock bins. Receptacles for garbage and recycling are provided in all buildings. Extra receptacles may be ordered by contacting our office in advance. A \$100 fee may be assessed for cleaning if the room or building is left in an unsatisfactory condition.

**Decorations:** Tape (other than painters' tape), nails, tacks, glitter, or confetti are not allowed. Signs may not be attached to painted, fabric or wood surfaces. Any damage caused by decorations will incur charges related to repair.

**Extended Hours Fee:** If an event goes past the scheduled event end time as outlined in reservation documentation, an additional charge will be assessed on top of additional room/labor fees at their established rate as follows: **ALL EVENTS MUST END AT 11PM** so staff can clean and reset the room as needed. Security will lock campus at midnight.

**Facility Tour & Equipment Testing:** Visiting the facility and testing the installed audiovisual equipment prior to the event is recommended.

**Alcohol:** The sale of alcohol on college grounds will require a "special occasion license" that must be clearly displayed. Non-sale or hosted bars require a "banquet permit". These can be acquired online and must be obtained before the beginning of service. During events servicing alcohol, a designated campus security officer will be scheduled during the duration of the event at a rate of \$50.00 per hour.

**Alcoholic Beverage Cut-Off:** Brockey Center bars and bartenders will announce “last call” **no later than 10pm**. Brockey management can cut off alcohol service any time at their discretion.

**Alcohol Extra Security:** A security officer will be scheduled during events that serve alcohol at \$50 per hour with a minimum of 4 hours. These hours will be included in the contract as needed.

**Furniture Moving:** Furniture may be removed from certain rooms for a fee of \$150 if prearranged with our office. **All classrooms must be returned to their default configuration** after an event. If rooms are not returned to default configuration, a \$150 per room fee will be assessed in addition to the hourly labor rates required to reset each room. Seattle Colleges Furniture may not be removed from campus for any reason.

**Liability & Insurance:** User shall be responsible and liable for any and all injuries and property damage that arise from or relate to usage of the facility or other College property under this agreement. User shall, at its cost and expense, carry and maintain general liability insurance covering all claims for bodily injury, personal injury, death, or property damage that may arise from or relate to such usage.

This insurance shall include coverage of all claims that may be caused by or result from any act, omission, or negligence of (a) User or any of its officers, agents, representatives, or assigns or (b) any person who uses the facility under this agreement. The limits of this liability insurance shall not be less than as follows: General Aggregate Limit **\$2,000,000**; Each Occurrence **\$1,000,000.00**; Fire Damage (any one fire) **\$100,000**. Such insurance shall name South Seattle College, an educational institution of the State of Washington, as an additional insured, and shall not be reduced or canceled without sixty (60) days prior written notice to the institution. Written proof of such insurance shall be provided upon request.

**Lobby Use:** Use of lobby space is provided in conjunction with room rental. We are only able to guarantee the lobby space in front of the room you have reserved. If additional lobby space is required, it may be necessary for you to reserve additional rooms.

**Parking:** Event parking is calculated as follows: \$5.00 multiplied by ½ the guest count.

**Power:** Events with specific or significant power requirements must make prior arrangements. Requests that are not made in advance cannot be honored.

**Short Notice Requests:** Our office attempts to accommodate short notice requests to the best of our ability. However, when changes are requested less than (2) weeks prior to an event, a Short Notice Fee (\$100, \$150, or \$175) may be applied. Such a fee applies to, but is not limited to, the following: audiovisual equipment, labor, event setup, and/or event timing changes. This fee may also apply to reservation requests within the advance notice requirement.

**Smoking:** South Seattle College is a smoke-free campus.

**Tentative Reservations:** Rooms may be tentatively held for up to two weeks only. If another group is interested in the same space, you will be contacted and given two (2) business days to either confirm or release your reservation. Tentative reservations for events less than one month in advance will be held for two (2) business days.

#### **Food Service:**

Outside food or beverages are not permitted apart from specialty ingredients for bar service and cake for dessert auctions and weddings.

South Seattle College has its own on-site catering service. Please contact Otter Catering directly at [www.southseattlecollege.edu/brockeycenter/](http://www.southseattlecollege.edu/brockeycenter/) for a full list of their services and costs.

**X**

---

Signed:

Date: