



Samuel & Grace Horner Lobby External Organizations Facilities License Agreement

Last modified 01/26/09

CLIENT INFORMATION

Client Name: _____ Contact Name: _____
 Billing Address: _____ Telephone: _____
 _____ Fax: _____
 _____ Email: _____

RESERVATION INFORMATION

Event Name: _____
 Event Date: _____ # of People Attending: _____
 Start Time of Event: _____ End Time of Event: _____
 Set-up Time of Event: _____ Load-out Time of Event: _____

RATES

- External Organizations \$300.00
(4 hour period, includes a House Manager and Podium & Microphone)
- Non-refundable deposit \$150.00
- Additional setup day for decorating (4 hour period between 1pm – 5pm) \$140.00
- Each additional hour \$ 45.00
- Set-up fee for events with more than 15 tables and 100 chairs \$ 50.00
- Premium for Saturday and Sunday lobby events \$ 25.00
- Dance Floor \$ 50.00
- Pipe & Drape (price per section) \$ 25.00
- LCD Projector & Screen \$ 75.00

Damages—Any damage to Rozsa Center facilities or loss or damage to equipment owned by the Rozsa Center, belonging to the renting organization, or rented or leased by the Rozsa Center on behalf of the renting organization, shall be the responsibility of the renting organization.

If food service is required, please contact MTU Dining Services at 487-2277 to make arrangements.

Payment is due upon receipt of invoice. Payments can be made at the Rozsa Box Office (Rozsa Room 104) or may be mailed to: Michigan Technological University, Rozsa Center, Room 106, 1400 Townsend Drive, Houghton, MI 49931. Visa, MasterCard and Discover accepted. Delinquent accounts will be subject to additional collection action and fees.

I have read and agree to the above conditions. **Please return** the original signed copy of this agreement on or before _____.

Signature: _____ **Date:** _____

Please print name: _____