

The Red Barn at Hampshire College

Internal Client Terms of Agreement

This agreement is made between the Office of Event Services & Summer Programs (hereinafter referred to as "Event Services") and the Responsible Party (hereinafter referred to as "Client") named below. This event will not be considered confirmed until this agreement is signed and returned to Event Services within the deadline described below.

In order to execute this agreement, the Client must adhere to the following deadlines. Failure to comply may impede the facilitation of the event:

- For faculty /staff, this agreement must be returned to Event Services no later than two weeks after reserving space for your event.
- For students, this agreement must be returned to Event Services within 2 weeks of Campus Leadership & Activities approving the event.
- All details (set-up, media, catering, etc.) must be received by Event Services no later than ten business days prior to event.

Client Information (Please Complete the Fields Below)

Contact Name:		College Affiliation: (Check applicable)	<input type="checkbox"/> Faculty/Staff <input type="checkbox"/> 5 College <input type="checkbox"/> Other:	<input type="checkbox"/> Student <input type="checkbox"/> Alumni
Name of Office, Dept., Club, or Organization: (If applicable)		Type of Organization: (If applicable)	<input type="checkbox"/> Department/Office <input type="checkbox"/> Student Project <input type="checkbox"/> Other:	<input type="checkbox"/> Student Club <input type="checkbox"/> Alumni
Address:		Telephone:		
		Email:		

Event Information (Please Complete the Fields Below)

Day(s) & Date(s):		Type of Event:	<input type="checkbox"/> Meeting/Conference <input type="checkbox"/> Party/Live Music <input type="checkbox"/> Other:	<input type="checkbox"/> Meal/Banquet
Space Requirements:	<input type="checkbox"/> The Red Barn <input type="checkbox"/> Kitchen <input type="checkbox"/> Back Deck <input type="checkbox"/> Lawn <input type="checkbox"/> Other:	Estimated Attendance:	<input type="checkbox"/> Less than 50 <input type="checkbox"/> 75 - 100 <input type="checkbox"/> 120 - 150	<input type="checkbox"/> 50 - 75 <input type="checkbox"/> 100 - 120
Title of Event: (Be as Specific as Possible)		Would you like the title displayed publicly?	<input type="checkbox"/> Public <input type="checkbox"/> Private	
Time: Event Start Time: Event End Time: Set-Up Time: Tear-down Time:		Set Up Needs:	<input type="checkbox"/> Black Chairs (150 max) Qty: _____ <input type="checkbox"/> White Chairs (120 max) Qty: _____ (fee apply) <input type="checkbox"/> Round Tables (15 max) Qty: _____ <input type="checkbox"/> Rectangle Tables Qty: _____ <input type="checkbox"/> Podium <input type="checkbox"/> Linens (fee apply) <input type="checkbox"/> Parking Signs (fee applies) <input type="checkbox"/> Other:	
Media Needs: (If Applicable)	<input type="checkbox"/> Microphone Qty: _____ <input type="checkbox"/> Sound System <input type="checkbox"/> LCD Projector/Screen <input type="checkbox"/> TV/DVD Player <input type="checkbox"/> Laptop <input type="checkbox"/> Other:	Catering Needs: (If Applicable)	<input type="checkbox"/> No Catering Needs <input type="checkbox"/> Client Will Be Ordering Via Catertrax <input type="checkbox"/> Client Would Like Help w/ Catering <input type="checkbox"/> Client Will Be Using an External Caterer Name of Caterer: _____ Caterer Contact: _____ Caterer Phone: _____	
Admission Fee: (If applicable)		Public Safety Needs (If applicable)	<input type="checkbox"/> Police Detail(s) <input type="checkbox"/> Crowd Manager(s) <input type="checkbox"/> Parking Assistance	

Signature Authority: The individual signing below hereby represents and warrants that s/he is duly authorized to execute and deliver this agreement on behalf of the Client and that this agreement is binding upon the Client in accordance with its terms. By signing, the Client confirms that s/he has read and agrees to abide by the General Terms and Conditions set forth in this agreement. Furthermore, the Client agrees to abide by all applicable local, state, and federal laws. This document constitutes the entire understanding and agreement between the Client and Event Services.

Client:

Signed

Printed

Title (If Applicable)

Date

On Behalf of Event Services:

Signed

Printed

Title

Date

Red Barn Policies and Procedures:

By signing this agreement, the Client agrees to abide by the following policies and procedures and understands and agrees that the event will be governed by them.

1. Maximum capacity for an event in the Red Barn is 150 attendees for standing-room events and 120 attendees for seated events with a dance area.
2. Events will end no later than 1am on Friday or Saturday evenings (11pm on all other evenings). Restrictions may be placed on events starting before 5pm on weekdays to avoid disruption to daily operations of administrative offices located in Blair Hall. Any events requiring parking prior to 5pm on weekdays may be required to hire a Public Safety Officer.
3. Hampshire College reserves the right to control the noise level of any event that occurs in the Red Barn. Failure to abide by the rules of the College may result in termination of the event.
4. Client should not block marked egress doors and/or place excessive electrical and/or audio/visual wiring on the floors.
5. Any rental equipment, risers or staging must be arranged for and/or rented through Event Services.
6. Some events may require a Public Safety Officer, Crowd Manager, and/or student monitors. The necessity of these staff is at the sole discretion of Event Services and/or Campus Leadership & Activities and at the expense of the Client.
7. The Blair Hall entrance is not to be used entering or exiting the Red Barn. All office areas are restricted during the function.
8. Pets are not permitted in the Red Barn.
9. Handicap restrooms are located through the kitchen and are only to be used by those individuals who are physically unable to walk down stairs. General restrooms are located downstairs in the Red Barn.
10. The Client is responsible for the removal of all decorations, centerpieces etc. immediately following the event. A fee will be charged if items are not removed properly. Thumbtacks, tapes (excluding duct tape and similar heavy-duty adhesives) and similar temporary implements may be used to affix any items or decorations to the building on the condition that no permanent damage is inflicted. The College has the right to refuse the use of decorations and/or implements.
11. Glitter, rice, and confetti are strictly prohibited on the Hampshire College campus. Candles are allowed on tables in nonflammable containers that enclose the flame only. The use of fog/smoke machines or any pyrotechnics or open flame other than candles as specified, including "sparklers", is strictly prohibited.
12. All light fixtures in the Red Barn are permanent and should not be tampered with. Fines will be assessed if anything is broken or dismantled. Additional lighting must be approved by both Event Services and the Electrical department before moving forward.

13. The Client will be held responsible for all damages to College property associated with the event. The Red Barn must be left in the same condition as it was found in order to alleviate receiving a charge for damage/additional clean up. Removal of any items from their designated place in the Red Barn is strictly forbidden.
14. Hampshire College is not responsible for the safekeeping of equipment, displays, supplies, written material, attire, decorations, gifts, cake parts, and/or any other valuable items left in rooms or on College property by the Client and/or guests. Accordingly, the Client acknowledges that s/he will be responsible to secure all items listed above and assumes the responsibility of loss.
15. It is the responsibility of the Client to ensure the security of the building. All lights should be turned off and egress doors should be locked at the end of the event and Public Safety should be contacted before leaving.
16. Hampshire College recommends the use of our campus affiliated catering and beverage service provider. External food service providers must be disclosed to Event Services upon return of this agreement.
17. If requested, alcohol service will be provided for no more than 5 hours and conclude 30 minutes prior to the end of the event. If alcoholic beverages are served for a fee on College premises, the College requires that only staff from the College's food service provider dispense beverages (unless waived by the College's food service provider). The College's food service provider's alcoholic beverage license requires proper identification (photo ID) of any person of questionable age and refusal of alcoholic beverage service if the person is either under age or proper identification cannot be produced. The College's food service provider reserves the right to refuse alcoholic beverage service.
18. Hampshire College reserves the right to review and increase fees up to sixty days prior to event. Fee increases will not exceed 5% per item.
19. Photography – right to name and photograph: The Client hereby grants to the College the right to use the Client's name, photograph, and likeness in, and in connection with, all forms of: advertising, information programs, promotional material and any and all other materials, including audio and/or video recordings, to promote College programs or activities.
If the Client does not agree to allow such permission, the Client's initials should be signed here. _____

