

**MARQUETTE UNIVERSITY  
NON-UNIVERSITY SPONSORED EVENT SPACE AGREEMENT**

Thank you for choosing the Alumni Memorial Union for your event. Please review the attached room reservation confirmation to ensure its accuracy. If you have any questions or would like to make any changes, please contact the Alumni Memorial Union Event Management Office at (414) 288-7202.

If there are no changes to be made, please sign and date the confirmation and fax back to the Event Management Office at (414-288-1986).

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Alumni Memorial Union policy requires 75% deposit for facilities, equipment and services within 5 days of receipt of this confirmation.

All vendor, information or sales tables must be paid in full within 5 days of receipt of this confirmation.

Checks should be made payable to Marquette University. You will be invoiced for the remaining charges after the event. The Alumni Memorial Union reserves the right to cancel any reservation if the required deposit is not received. Please include the reservation number on your check, and send it with a copy of this confirmation to:

Marquette University  
Alumni Memorial Union  
P.O. Box 1881  
Milwaukee, WI 53201-1881

Cancellations are subject to the charges according to the following schedule:

3 months from event date 75% of deposit is returned  
2 months from event date 50% of deposit is returned  
1 month from event date 25% of deposit is returned  
Under 1 month non-refundable deposit

**Room Reservation Guidelines**

Current room rental, dining services, and equipment rental rate schedules are available in the Alumni Memorial Union, Event Management Office, Room 245. An invoice will be sent the Friday following the event date. Payment is due 15 days from invoice date.

If your event requires audio-visual equipment, from an overhead projector to a complex multi-media display, please contact your Event Coordinator at least 10 working days in advance to ensure availability.

The audio-visual technicians(s) assigned to your event is responsible for audio-visual equipment set up, monitoring the audio-visual equipment throughout the duration of the event, and tear down (unless otherwise noted).

Due to the nature of some meetings and /or events, the AV technicians(s) may not remain in the meeting or programming area for the extent of your event. In this case, to dispatch the AV tech assigned to your event, please use a house phone located on each floor of the Union or visit the Information Center, AMU 2<sup>nd</sup> floor.

Following the event, actual hours worked will reflect on your invoice. This is an estimate of charges.

### **Parking**

The Event Management staff will make arrangements for parking for your event. Visitor parking is based upon availability and is located in Parking Structure 1 on 16<sup>th</sup> street between WI Avenue and Wells Street (749 N. 16<sup>th</sup> Street).

The visitor rates, (which do not include overnight parking or in/out privileges), are the following:  
\$4.00 per vehicle per weekday between 6 AM and 5PM  
\$3.00 per vehicle per weekday between 5 PM and midnight  
\$3.00 per day on weekends.

### **INTERCHANGE RECONSTRUCTION PROJECT**

See the following link for the most up to date information:  
[HTTP://www.marquette.edu/interchange/](http://www.marquette.edu/interchange/)

### **Dining Services Guidelines**

#### *Menu Selection*

A complete menu selection should be submitted to our event management staff no less than 14 days (10 business days) prior to your scheduled function. For special occasion, conferences and major campus events, please allow at least 4 weeks lead-time so we have plenty of time for special details. Menu selection and service type may be limited to events planned on short notice. Requests for food or beverage with less than 14 days notice is subject to a late fee of 20% of the total cost for food and beverage.

#### *Guarantee number of people for food and beverage*

We require a final guarantee by 10 a.m., three business days prior to the event. For Friday, Saturday, and Sunday events, guarantees must be made by 10 a.m. on the preceding Tuesday.

#### *Gratuities*

Menu prices include gratuity.

#### *Cancellations*

If a cancellation is made to your event, charges may be incurred due to food preparation or equipment rental.

Cancellations made less than 48 hours of scheduled event time may be subject to incur 50% of estimated charges for food and beverage.

Cancellations made less than 24 hours of scheduled event time may be subject to incur 100 % of estimated charges for food and beverage.

*Sales Tax*

All services are subject to county and state sales tax unless you provided us with a copy of your state tax-exempt certification prior to your event.

*Leftover Food*

For the safety of you and your guests and in observance of food, health, and safety laws and regulations, we do not permit leftover food from events to leave the meeting or event facility.

*Linens*

Tablecloths are included in the price of any meal (unless noted). All refreshment/reception orders include tablecloths for the food and beverage tables. All other cloths and/or table skirting will be charged \$3.00 to \$13.00 per table depending upon needs.

Thank you for choosing the AMU for your event. Please let us know how we can assist you with your event planning needs.

Alumni Memorial Union Staff

July 1, 2006