



Events Planning
& Catering

UNIVERSITY OF COLORADO BOULDER

CU Events Planning and Catering, UMC 140

1669 Euclid Avenue, 204 UCB

Boulder CO 80309

P: 303-492-8833 / F: 303-492-4327

Confirmation

Customer

Julia Kendrick
Rocky Mountain Interdiscip History Conf
(RMIHC)
207 UCB
formerly: History Department Graduate
Students
Boulder, CO 80309

Reservation: 620310

Event Name: Rocky Mountain
Interdisciplinary History Conf.
Status: Tentative
Phone: 205-305-5204
Email Address: julia.kendrick@colorado.edu
Event Type: RECEPTION
Event Coordinator: Starlin Dotson
Estimated Attendance: 40

Bookings / Details

Quantity

Price

Amount

C4C Flatirons Room

Scheduling Policies:

A catering minimum of \$200.00 per meal period is required to reserve this space. All catering will require staffing to be present. Please inform your Event Planner if you have any setup or A/V needs. The standard setup in the Flatirons Room is eight (8) tables with eight (8) guests each. The tables inside this room cannot leave the room. There are fees for rental of A/V equipment and additional furniture.

Heating and Air Conditioning:

Motion detectors activate the blowers to circulate air after movement is detected when guests arrive. Please keep in mind that the room will take some time to adjust to an ambient temperature so may feel cool or warm upon entry at certain times of the year.

General Policies:

University Departments and Registered Student Organizations' Payment Information:

Payment must be submitted to the CU Events Planning & Catering Office no later than three (3) business days prior to the first event date, or the event will be cancelled. Events will remain tentative until payment type has been received. Student Organization Signers must bring an IN from the Center for Student Involvement to pay for their event. University Departments may place a Speedtype on file. No charges toward the account will occur until the day AFTER the event date has passed.

Non-University Groups' Payment Information:

A deposit for the full rental fee is required to hold Dirks East Patio. All rental fees are non-refundable and non-transferable. If the rental fee is not received 60 days prior, the reservation will be cancelled. Events will remain tentative until payment type has been received. Payments for all charges must be received in the CU Events Planning & Catering Office three (3) business days prior to event date, or the event will be cancelled.

Non-Profit:

Groups or organizations must present a federal Tax ID Number or Colorado form 501-C3.

Changes:

All changes must be made in writing to the Event Planner by the responsible party. Multiple set-ups for single day events will be charged in addition to the room rental based on actual custodial and set-up labor charges. These charges also apply for any variation to the standard set up in a given room.

Cancellations:

Cancellations must be made in writing via email to the Event Planner.

Alcohol:

There is a minimum fifteen (15) day notice required for all events with alcohol. Campus Policy prohibits students or student organizations from hosting events with alcohol. All events with alcohol require TIPS-trained bartenders. Please contact CU Events Planning & Catering to discuss the type of alcohol services available and what cost and labor fees apply.

Security:

All events with alcohol require security. There is a MINIMUM two (2)-week notice required for security requests. If security cannot

Bookings / Details**Quantity****Price****Amount**

be provided, the event may be cancelled.

Decorations:

Nothing may be attached to walls; freestanding decorations may be used. Glitter, confetti and open flame (including candles, incense, smoldering smudge sticks and/or any incendiary materials) are NOT permitted in any University of Colorado facilities.

Audio-visual:

Please make arrangements for equipment rental with your Event Planner at the CU Events Planning & Catering Office a minimum of two (2) weeks before the first date of the event to ensure equipment availability and necessary staffing.

Parking:

For all parking arrangements, please contact Parking & Transportation Services at 303.492.7384 or pts-events@colorado.edu <mailto:pts-events@colorado.edu>.

UMC Computing and Network Conference Sensitive Data Policy:

The purpose of this policy is to clarify the responsibility of conference organizers and attendees using sensitive data, including but not limited to: PCI, FERPA, HIPAA data, over the University network wired and wireless network. It is the conference organizer's sole responsibility to properly ensure that the data being used over the University network is properly secured.

Data Standards and Resources:

- o PCI: <https://www.pcisecuritystandards.org/security_standards/>
- o <<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>>
- o HIPAA: <<http://www.hhs.gov/ocr/privacy/>>

Indemnification and Hold Harmless:

"Lessee hereby agrees to indemnify and hold harmless the Regents of the University of Colorado, a body corporate, (hereinafter Regents), its officers, administrators, agents, employees, and students from and against any and all claims or demands. Indemnification is not limited, and includes any liability or payment (including costs and attorney fees) by reason of any damages of bodily injury (including death) sustained by any person or persons or on account of damage to property including the loss or use thereof arising out of or in connection with the lease or agreement."

Force Majeure:

Neither party shall be considered to be in default as a result of its delay or failure to perform its obligations herein when such delay or failure arises out of causes beyond the reasonable control of the party. Such causes may include, but are not restricted to, acts of God or the public enemy, acts of the State or the United States in either its sovereign or contractual capacity, fires, floods, epidemics, strikes and usually severe weather; but, in every case, delay or failure to perform must be beyond the reasonable control if and without the fault or negligence of the party.

Saturday, September 21, 2019**6:00 PM - 8:00 PM Rocky Mountain Interdisciplinary History Conf. (Tentative 9/9/2019) C4C C4C Flatirons Room**

Reserved: 4:00 PM - 8:00 PM

ALL MEETINGS & EVENTS HAVE A MINIMUM OF \$ 200 CATERING REQUIRED

CONTACT US:

 UMC EVENT PLANNING & CATERING
 UNIVERSITY MEMORIAL CENTER RM 140
 303-492-8833
schedule@colorado.edu

MAX Occupancy 63 Dining Style or 36 Conference Style

FURNITURE AND EQUIPMENT CANNOT BE REMOVED OR USED FOR EVENTS OUTSIDE OF THIS ROOM.

Banquet Set Up for 40

C4C-AV Equipment:

Projector - Data Projector VGA (FLATIRON)	1	\$52.00	\$52.00
Screen-House	1		
Sound System-House	1		

UMC-Billing Notes:

EM #5280. SD

C4C-AV Equipment

\$52.00

Bookings / Details**Quantity****Price****Amount**

Subtotal		\$52.00
Sales Tax--2015 -2018 rate (8.845%)		\$4.60
Grand Total		\$56.60

Event Details

1. *Intended use of the space?*

Select one of the following:

· *Other: Lecture and reception*

2. *Is there any exchange of money during this event? Yes. charging presenters for time slot*

Please note, room rental and payment information is required if exchange of money is taking place.

3. *Will there be food at this event? No*

If so, select one of the following:

· *Name of caterer: CDS*

*Please note, licensed catering is highly recommended for health and safety reasons. Please visit BCPH for more information:
<http://www.bouldercounty.org/records/licenses/pages/foodtempevents.aspx>*

4. *Are there any VIPs attending this event? No*

8. *What type of audience is primarily attending?*

Select any that apply:

- *Students*
- *Faculty/Staff*
- *Minors*
- *ADA Guests*
- *Community Members*

If you have minors in attendance, please note you must be in compliance with the following policy:

<http://www.colorado.edu/policies/child-protection-policy>

Please note there are time parameters to meet ADA accommodations. If you have guests needing ADA accommodations, please visit: <http://www.colorado.edu/disabilityservices/>

If community members are attending, please know there may be limited parking on campus.

Center For Community Building Notes