



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

Reservation Details

Customer	Reservation: 620302
Julia Kendrick	Event Name: Rocky Mountain
Rocky Mountain Interdiscip History Conf	Interdisciplinary History Conf
(RMIHC)	Status: Tentative
207 UCB	Phone: 205-305-5204
formerly: History Department Graduate	Email Address: julia.kendrick@colorado.edu
Students	Event Type: RECEPTION
Boulder, CO 80309	Event Coordinator: Starlin Dotson
	Estimated Attendance: 40

Bookings / Details	Quantity	Price	Amount
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Aspen Rooms

Scheduling Policies:

A \$75.00 catering minimum is required to reserve the Aspen Rooms.

Friday, September 20, 2019

5:30 PM - 7:30 PM Rocky Mountain Interdisciplinary History Conf (Tentative 9/9/2019) UMC UMC Aspen Rooms 285-287-289

Reserved: 5:30 PM - 11:00 PM

See set up notes for 40

UMC-AV Equipment:

Package - AV UMC SMART ROOM

1

LAPTOP PRESENTATIONS IN UMC SMART ROOMS

ROOMS are equipped with either

- projector and screen that lowers from the ceiling*
- Large Flat Screen TV Monitor/s*
- both in UMC 245*

CONNECTORS

- HDMI hookups, adapters for VGA and Apple are in the room*

SOUND in rooms may be either

- House Sound built in the room*
- LargeTV/Monitor stereo speakers*

Projection Screen House

1

Projection Screens are located in all meeting rooms except the Tent, UMC 358, 454 and SECA meeting rooms.

Display: House TV/Monitor (in room)

1

Large Computer Monitor/TV with Stereo Speakers

Projector House (in Room)

1

HDMI and Apple adapter in Room.

Sound System - House

1

Available in 245, 247, 425, Glen Miller Ballrooms, 235 Multipurpose Room, Aspen Rooms

UMC-Furniture:

30" Tall Cabaret Tables

5

\$3.00

\$15.00

Less 100% Discount

-\$15.00

5' x 30" Rectangular Table (Aspen Rooms)

5

\$5.25

\$26.25

Bookings / Details

	Quantity	Price	Amount
Less 100% Discount			-\$26.25
5' Round Table (Aspen Rooms)	2	\$5.25	\$10.50
Less 100% Discount			-\$10.50
Aspen Room Chairs	18	\$0.40	\$7.20
Less 100% Discount			-\$7.20
UMC-Set Up Notes:			
OPS:			
See Map			
-2 rounds of 8			
-5 tall cabs			
-4 5ft tables against windows for catering			
-1 5ft table with 2 chairs for registration			
SD			
UMC-Labor:			
4:30 PM - 5:30 PM Set Up			
Rearrange Setup	1	\$35.00	\$35.00
UMC-AV Equipment			\$0.00
UMC-Furniture			\$0.00
UMC-Labor			\$35.00
Subtotal			\$35.00
Sales Tax--2015 -2018 rate (8.845%)			
Grand Total			\$35.00

Event Details

1. *Intended use of the space?*

Select one of the following:

· *Other: Reception*

2. *Is there any exchange of money during this event?* No

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

3. *Will there be food at this event?* Yes

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/>

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

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

UMC Building Notes*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 UMC event space. 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 CU 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 CU Event Planner.

Challenge Process:

If another group requests the same date and time, a non-refundable, non-transferable deposit will be required within twenty-four (24) hours. The deposit amount is equal to the full rental rate.

Decorations:

Nothing may be attached to UMC walls; freestanding decorations may be used. Banners and flags may be hung from pipe and drape stands if ordered through your Event Planner. 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.

For the safety of those in attendance at meetings and/or events at the UMC, entry door windows and sidelights may not be blocked from view from those outside of the rooms. Requests to fully or partially block entry door windows and sidelights may be made to the Assistant UMC Director, CU Events Planning & Catering for consideration of the request.

Food and Beverage:

All food and beverage must be purchased through the CU Events Planning & Catering Office at 303.492.8833. Catering menus may be found at <https://www.colorado.edu/eventsplanning/catering>. Due to health codes, CU Events Planning & Catering cannot allow leftover food to be taken from an event. All food remains the property of the UMC.

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. The UMC holds a Hotel and Restaurant License to sell alcohol on the UMC premises only. All events with alcohol require TIPS-trained bartenders. All alcohol sold on the UMC premises must be purchased by the UMC and no donated or outside alcohol is allowed. Please contact CU Events Planning & Catering to discuss the type of alcohol services available and what cost and labor fees apply.

Security:

There is a MINIMUM two (2)-week notice required for security requests. All events with alcohol require security. The UMC Administration reserves the right to determine which events require security. Larger events over 75 guests, celebration or dance type events, or performances are subject to security staffing requirements. Please contact your Event Planner with as much notice as possible. If security cannot be provided, the event may be cancelled.

SAFE Meeting:

Attendance at a SAFE meeting may be necessary in order to confirm your event. The SAFE Committee Mediator will contact the responsible party on the reservation via email with their specific date and time, prior to their event date. Attendance at the SAFE meeting is mandatory. Please ask your event planner if you have any questions.

Books and/or Merchandise Sales:

Any book sales or other merchandise sales at events must first be approved by the CU Events Planning & Catering Office and may involve separate approval from the CU Book Store. The CU Book Store may require up to fifteen (15) days advance notice of book

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

sales. Please inform the CU Events Planning & Catering Office as soon as possible if you are planning to sell any items at an event.

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.

Registered Student Organizations and University Departments are permitted to bring in their own A/V equipment. Non-University customers are not permitted to bring their own equipment into the UMC unless it cannot be provided by the UMC and permission is granted from the CU Events Planning & Catering Office.

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.

Please carefully review the following links regarding general campus policies, ADA accommodations, events with minors, and facility access before submitting your form for approval, as you are responsible for abiding by these policies:

CAMPUS POLICIES: <http://www.colorado.edu/policies>

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

MINORS: 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>

ACCESS TO FACILITIES: <http://www.colorado.edu/police/services-faqs/access-facilities>

CATERING: Licensed catering is highly recommended for health and safety reasons. Please visit the Boulder County Public Health Website for more information at: <http://www.bouldercounty.org/records/licenses/pages/foodtempevents.aspx>