



203 Hendrix Student Center **Office:** 864-656-4636
Fax: 864-656-6119 **Email:** reserve@clemson.edu

| | |
|--|--------------------------------------|
| Request #: | _____ |
| Date: | _____ |
| Received by: | _____ |
| Routed to (epic): | _____ |
| <input type="checkbox"/> Sales/Solicitation | <input type="checkbox"/> Diagram/Map |
| <input type="checkbox"/> Deposit REQUIRED for reservation \$ _____ | |
| Confirmation Date: | _____ |

Facility and Event Reservation Request Form Tillman Auditorium

****Please note that this form is for Tillman Auditorium ONLY.** Outdoor spaces near Tillman Auditorium (Military Heritage Plaza, Carillon Gardens, Bowman Field, etc.) must be requested through the Mobile Events and Outdoor Spaces reservation request form. Please note room confirmations will be based on availability and your prompt submission of all required items. Please read the Facility Reservation and Usage Policy for more information about booking.

***Indicates Required Fields**

*Event Date(s) MM/DD/YY: _____

*Event Title: _____

*Event Start Time: _____ (AM/PM) Event End Time: _____ (AM/PM)

*Earliest Access Time: _____ (AM/PM) Latest Access Time: _____ (AM/PM)

*Department/Organization: _____

*Customer Type: Recognized Undergraduate Student Org Recognized Graduate Student Org
 CU Non-Auxiliary Department CU Auxiliary Department Non-Affiliated Customer

*Event Contact Name: _____ * Phone/Cell _____ *Email _____

Please complete the following contact information as applicable

*Financially Responsible Party _____ Phone/Cell _____ Email _____
 (if different from above event contact)

*Billing Address: _____

City: _____ State: _____ Zip: _____

Billing Email Address: _____

Advisor: _____ Phone/Cell _____ Email _____

*Advisor is required for all student organizations.

Department Head: _____ Phone/Cell _____ Email _____

*Department Head is required for all departments.

Email list of each person(s) who should be included in any correspondence related to contract of this event:

While we are happy to copy others in emails, please note that the event contact listed on this form will be the only designee for providing information and plans to our staff.

***Please check all that apply.**

Set-up Requests: Please check the boxes of items/equipment you are requesting with associated quantities in the space provided to the right. A diagram reflecting setup layout is required. All equipment must be rented through Campus Activities and Events.

| <u>Furniture</u> | <u>Visual/Lighting</u> | <u>Sound</u> | <u>Other</u> |
|--|--|--|---|
| <input type="checkbox"/> Chairs _____ | <input type="checkbox"/> LCD Projector _____ | <input type="checkbox"/> Outdoor Sound _____ | <input type="checkbox"/> Portable Staging 4x8 _____ |
| <input type="checkbox"/> 6' Tables _____ | <input type="checkbox"/> Screen _____ | <input type="checkbox"/> Monitor _____ | <input type="checkbox"/> Trash Cans _____ |
| <input type="checkbox"/> 8' Tables _____ | <input type="checkbox"/> Easels _____ | <input type="checkbox"/> Vocal Mics _____ | <input type="checkbox"/> Recycling _____ |
| <input type="checkbox"/> Cocktail Tbls _____ | <input type="checkbox"/> Dry Erase Board _____ | <input type="checkbox"/> Instrument Mics _____ | <input type="checkbox"/> Mark Irrigation _____ |
| <input type="checkbox"/> Round Tbls _____ | <input type="checkbox"/> DVD _____ | <input type="checkbox"/> CD Player _____ | <input type="checkbox"/> Power Box _____ |
| <input type="checkbox"/> 6' Sem. Tbls. _____ | <input type="checkbox"/> Powerpoint _____ | | <input type="checkbox"/> Barricade _____ |
| <input type="checkbox"/> 8' Sem. Tbls. _____ | <input type="checkbox"/> Concert Lights _____ | | <input type="checkbox"/> Tents _____ |
| <input type="checkbox"/> Linens _____ | <input type="checkbox"/> Light Trees _____ | | <input type="checkbox"/> Pipe & Drape _____ |
| <input type="checkbox"/> Table Pdium _____ | <input type="checkbox"/> Light Towers _____ | | <input type="checkbox"/> Security* _____ |
| <input type="checkbox"/> Floor Pdium _____ | | | <input type="checkbox"/> Two-Way Radios _____ |

***For liability, image and consistency purposes, only furniture and equipment rented through Campus Activities and Events can be set up in Campus Activities and Events' venues and spaces. No outside furniture or equipment is allowed unless approved by the Campus Activities and Events staff before the reservation is confirmed. **Only granted for special circumstances.**

EVENT SUMMARY

Guest Speaker(s)/ Performer: _____
 Technical Contact: Phone _____ Cell _____ Email _____

*Estimated Attendance: _____ *Attendants Include (check all that apply): CU Students ___ CU Faculty/Staff ___ Other ___

*Summary of the purpose or scope of the event: (event type, event purpose, intended audience, etc.)

Will merchandise be sold at this event? YES _____ NO _____

If yes, describe items to be sold: _____
(Before your event can be confirmed, we may require photos of items, specific licenses, liability insurance, etc.)

Will you have any special props, decorations or linens for the event? YES ___ NO ___

If yes, please describe _____

Will a movie or any other copyrighted material be shown? YES _____ NO _____

**(License to use copyrighted materials may be required)*

Will you request for deliveries to be sent to the facility before or during the event? YES ___ NO ___

Would you like to speak to an event coordinator about this event? YES ___ NO ___

(Please note that we reserve the right at any time to determine if a reservation requires an event coordinator. Additional fees may apply.)

Has this event been produced by your organization in the past? YES ___ NO ___

May Campus Activities and Events include your event on Campus Activities and Events' digital media outlet? YES ___ NO ___

EVENT SUMMARY Cont.

***Will food/refreshment be sold or consumed in connection with this event? YES ___ NO ___.** If yes, please describe.

***Please check all that apply.** Please note this process may take 2-3 weeks

| | Special Request | Approver | Required Approver Signature | Date |
|--|---|--|---------------------------------------|------|
| | Event with Food/Catering needs (See alcohol policy for events with alcohol) | CU Dining Services Ric Patton (catering) 656-2044 | ** see CU Dining Services | |
| | Events requesting waiver to bring outside food *(Only granted for special circumstances) | Campus Activities & Events Cecilia Vazquez (See Desk) | ** see CU Dining Services form | |

***Please check all that apply.** Please note this process may take 2-3 weeks.

| | Special Request | Approver | Required Approver Signature | Date |
|--|--|--|-----------------------------|------|
| | Events Requiring a Ticket Admission Fee | Campus Activities & Events Cecilia Vazquez (See Desk) | | |
| | Social Event (Open to the Public) | CU Police Department Captain Brad Rhodes 656-5260 br@clemson.edu | | |
| | Attendance expected to be over 200 | | | |
| | Events Charging Admission | | | |
| | Extends building hours after 11pm | | | |
| | Event on Landscaped Area | Facilities Tommy Fallaw 656-4229 | | |
| | T-Shirt sales: Athletic themed and/or connected to Homecoming on First Friday events | Central Spirit Josh Barnes 656-6252 | | |
| | Use of tiger paw / official University mark | Athletics Tim Match 656-2911 | | |
| | Event with open flame or fire hazard such as electric heater | CU Fire Department Kevin Christenbury 656-2323 | | |
| | Event involving minors (under 18 years of age). | Pre-Collegiate Office Jacob Repokis 656-5535 | | |

RESERVATION AND USAGE POLICY

Tillman Auditorium is a premium and iconic space on the Clemson University Campus, and the groups reserving them for events should recognize the importance of maximizing the use of these valuable resources.

Reservation Procedure

Completing a reservation request form begins your event review process with our staff. Once we have received all necessary information from you, we will determine if we can accommodate the event based on timing, staffing, and technical needs. Reservation requests are accepted on a first-come, first-serve basis up to one year in advance. You are strongly encouraged to place your reservation several months in advance to avoid conflicts with previously requested events. While a minimum of three business days is required to place a simple request for some locations, at least two weeks' notice is required for most events. You may submit a request by visiting the Campus Activities and Events' Hub in the Hendrix Student Center on the second floor during our normal business hours. You will submit your signed and fully completed reservation request form to the desk staff at the Hub, email to reserve@clemson.edu, or create an on-line request via Virtual EMS <http://www.clemson.edu/virtualems/>.

For recognized student organizations, auxiliary and non-auxiliary departments, and non-affiliated customers...

The responsible party completes a reservation request form including any set-up and technical needs. You will need to submit **all required items** a minimum of **TWO FULL WEEKS** before the date of your event in order for us to consider your request for any Campus Activities and Events venues or spaces. Any requests after this time may not be honored. Reservations may be submitted in person during business hours M-F from 9 am to 5 pm at the Hendrix Student Center Guest Services Desk or faxed to 864-656-6119.

Recognized Undergraduate Student Organizations are exempt from room rental and/or space rental fees per CUSG agreement. Rates vary by location but are available via our rate card or on-line at: <http://www.clemson.edu/cfo/comptroller/rates/billingrates/>. **For affiliated customers, a non-refundable deposit of \$50, a signed reservation request form, related set-up diagrams and any signatures (if necessary) are required two weeks before your event date in order to avoid the cancellation of your request.**

For non-affiliated customers, a non-refundable deposit of 50% of the total cost worksheet, a signed reservation request form, related set-up diagrams and any signatures (if necessary) are required two weeks before your event date in order to avoid the cancellation of your request.

This policy enables us to protect these important facilities and prevents groups from reserving and not using the facility. For reservations with a cost estimate of less than \$50, full payment of the cost estimate amount is required to confirm a reservation. Deposit, facility agreement, and invoice payments can be sent or delivered to: Campus Activities and Events Reservations, 203 Hendrix Student Center, Clemson SC 29634. Checks are payable to Clemson University. Please reference event date, reservation number, and facility name in memo line and send an email to reserve@clemson.edu to notify Campus Activities and Events staff that your check was sent. Payments may be processed by IDO for campus groups. We also accept credit cards and cash during regular business hours.

CANCELLATION / NO SHOW POLICY

A reservation eliminates other groups from using the facility; therefore, penalties will be enforced for groups who do not adhere to this policy. Campus Activities and Events recognizes there are circumstances where cancellation becomes necessary through no fault of the organizing party. This deposit is refundable **ONLY** if the reservation is cancelled in writing or via email **AT LEAST ONE WEEK** before the event date unless specified in writing by a Campus Activities and Events event coordinator. **Any cancellations within one week will be charged a \$50 fee. Customers who fail to show up for their reservation will be charged a \$50 "no show" fee and any additional hard costs incurred by the facility to set/strike the event.** They also risk losing future reservation privileges. For any cancellations after that deadline, or any reservation that results in a "no-show," the deposit will not be refunded and will be applied to the cancellation/no-show fee. If the reservation did not require a deposit, a "no show" fee will still be charged. Any cancellations made and approved within 48 hours before the event will be billed for 2 hours of staffing per staff person previously scheduled.

INFORMATION FOR ALL CUSTOMERS

Confirmations

A reservation request is considered confirmed ONLY when you receive an email that notes a "confirmed" status along with your reservation number. Prior to that time, we may place the requested date on hold as we verify availability, prepare a cost estimate worksheet and wait for the responsible party to return any necessary forms and/or signatures. Once the event is confirmed, it is considered a binding agreement.

If you disagree with any information outlined on your CONFIRMATION, you must respond via email to reserve@clemsun.edu to discuss with a manager **within two business days** from the date of the confirmation email. Changes to the confirmation after this time may not be able to be honored.

The contact person listed on this form agrees to be our sole contact for all event-related questions and agrees to be available in person from the arrival time noted above until the very end of the event.

Payments

If you disagree with any information outlined on your INVOICE, you must respond via email to reserve@CLEMSON.edu to discuss with a business manager **within two business days** from the date of the INVOICE email. Changes to the INVOICE after this time may not be able to be honored.

A date is not secure until the deposit and all required information is received. Payment for your event will be due within 30 days of the invoice date. Any deposit/payment will be applied and the responsible party will receive an invoice for the balance due following the event. Any other arrangements for payment must be agreed to in writing as an addendum to this contract.

Please note that our event management system will not allow errors such as double-booking confirmed events. However, if you arrive and someone is in your space, please confirm that you have arrived for your event at the time you specified and the time listed on your confirmation from our office. If you have arrived at the time specified, please notify a Campus Activities & Events staff member, and we will be happy to assist you.

Groups who have a past due balance will lose their reservation privileges until all fees are paid and may be turned over to the university collections department.

Facility Use Policy

Non-affiliated groups using any area without a confirmed reservation may be subject to eviction, fines, and referral to the appropriate disciplinary body. Affiliated groups may use any space in accordance with the facility use policy that can be found at <http://www.clemson.edu/administration/student-affairs/cae/facilityuse/>. Campus Activities & Events reserves the right to enforce the facility use policy, collect damage fees, or ask a group to leave the facility if event is in conflict with another reservation or group.

Change of Location/Right of Refusal

Campus Activities and Events reserves the right to not approve an event or cancel a reservation in the event there is a facility, health, or safety issue that requires us to do so. Campus Activities and Events reserve the right to make necessary changes in room/area locations as needed to accommodate the needs of the operation. Every effort will be made to give ample notice of any changes.

Fronting

The responsible party on the contract **must plan and be present at the event**. A group may not “front” for another organization for the purpose of getting free or reduced fees for a group that does not have access to discounted rates. For example, a community group, business, or department may not utilize a Recognized Student Group to reserve the venue and equipment (and therefore receive discounted rates) unless the event is planned by students and open to students.

Staff Charges

All groups are responsible for labor fees and any necessary hard costs to produce the event such as cleaning, security, technical fees etc. Campus Activities & Events management reserves the right to assign a professional event coordinator to assist with planning and logistical needs. Every effort will be made to contain costs and ensure a professional presentation for your event in a safe and pleasing environment. Client assumes responsibility for these expenses.

Arrival to Event

Please note that our event management system will not allow errors such as double-booking events. However, if you arrive and someone is in your space, **please confirm that you have arrived for your event at the time you specified** and the time listed on your confirmation from our office. If you have arrived at the time specified, please notify a Campus Activities & Events staff member by calling the number listed on your reservation confirmation and we will be happy to assist you.

Damages/Cleaning Charges

Customers are responsible for the cost of repair of any damages incurred to the venue or Campus Activities and Events' equipment during the course of the reservation. Events that require additional cleaning will be charged a fee. All trash, approved supplies, and equipment brought to the venue by the client must be removed at the completion of the event. Campus Activities and Events will assess the need for additional cleaning and will invoice accordingly.

SECURITY/FIRE/EMS/LIABILITY INSURANCE

CU Police Department will be notified of all events scheduled through Campus Activities and Events. Event management and the CU Police Department will determine the security staffing needs. Customer is required to pay the cost associated with providing security and appropriate event staffing.

If applicable, Campus Activities and Events management will determine the number of trained event and technical staff needed. Any approved volunteers may be required to attend training or briefing as needed.

Campus Activities and Events management will determine the need for EMS/Fire staffing based on the event. Any costs associated with required Fire/EMS staffing will be the responsibility of the client.

Campus Activities and Events management may require wandering and/or bag checks at point of entry.

Non-affiliated groups will be required to provide proof of liability insurance to the satisfaction of university risk management based on the nature of the event and to name Clemson University as additional insured. University departments and recognized student organizations are covered by the university's general policy. Any additional insurance required will be at client expense.

FOOD/BEVERAGE/ALCOHOL

CU Dining Services is the exclusive food service provider for Clemson University. All events serving food or beverages must be approved by Campus Activities and Events and CU Dining Services before food/beverages can be served, sold or handed out. In the event that food items are donated to a group or organization for an event; Campus Activities and Events and CU Dining Service must still approve all items to make sure it is in compliance with DHEC and university policies. CU Dining Services provides full-service catering options as well as basic linen service as requested.

Requests for Alcohol must be approved by Campus Activities and Events, Student Affairs, CUPD and must be served by CU Dining Services. Please note that this process may take 2-3 weeks.

EVENT DELIVERIES/SERVICES

Deliveries of any event materials, equipment, or props must be coordinated with your Campus Activities and Events planner to determine time and location and to ensure receipt. Campus Activities and Events is to be advised of any 3rd Party agreements and a copy should be attached to this contract. Any event mail can be directed to Campus Activities and Events Reservations, 203 Hendrix Student Center, Clemson University, Clemson, SC 29634. Any mail addressed to a client will be held in the Hendrix Student Center administrative offices until the first day that the client occupies the facility. No items may be stored in the Amphitheatre without approval. Client must also discuss arrangements for the immediate shipping of any post-event materials. Campus Activities and Events will not be held responsible for any event-related items that are delivered, discarded, or left behind for shipping unless prior arrangements have been made.

GENERAL INFORMATION / FACILITY RULES

The following items are prohibited in the auditorium unless written authorization is provided:

- Outside food and beverages for events.
- No alcohol unless approved per university policy.
- Glass containers, coolers, illegal drugs, fireworks, explosives, aerosol cans, helium balloons, glitter, strollers, and wax candles.
- The use of video, recording equipment, and cameras are permitted at the discretion of the client.
- Per fire code compliance, no doorway or exit is to be blocked for any reason.
- Sprinkler heads cannot be covered.

- No animals are allowed inside the venue(s) except for service animals permitted through the Americans with Disabilities Act or if through a separate request. If animals are integral to the nature of your event, please notify your CAE event planner that will assist you in obtaining necessary approvals.
- No open flame or fire hazard (electric heater, etc.) is allowed without CUFID approval.
- Stickers, tape, and adhesive backed decals are not to be used or given out.
- No tape or wires of any kind are to be used on walls, columns, posts, or doors. There shall be no anchoring devices placed in the asphalt/cement /wall surfaces anywhere around the facility. Tent stakes on the lawn will be permitted only by approval. Nothing is to be attached in any way to Clemson University facility. Any banners, posters, fliers and/or signage must be approved by Campus Activities and Events management.
- No decorative materials shall be attached to any part of the venue so as to damage the venue. No bunting, tissue paper, or other flammable materials shall be used for decorative purposes.
- Tables and chairs are set according to your plan by Campus Activities and Events staff. Client is not to sit or stand on the tables.
- Please note that Campus Activities and Events' spaces are monitored by video surveillance.

I certify that I reviewed the Reservation and Usage Policy and agree to comply with the guidelines, as well as those of Clemson University's Facility Use Policy <http://www.clemson.edu/administration/student-affairs/cae/facilityuse/index.html> . I understand that in signing this I assume responsibility for my organization while using the facility and I further certify that I am authorized to obligate my organization to any financial costs for this event.

Signature of Responsible Party

PRINT NAME

Date signed



TILLMAN AUDITORIUM

BILLING RATES FY 2016

| BILLING RATES FY 2016 | | | | | | | | | | |
|--------------------------------------|--------------|----------|------------------|----------------|-------------------------|-----------|----------------------------|----------------------------|----------------|---------------------------|
| Furniture/Equipment | Unit | RSO | University Dept. | Non-University | Venue | Unit | RSO & Non-Auxiliary Depts. | University Auxiliary Dept. | Non-University | Non-University Non-Profit |
| Additional Microphones/Inputs | ea | \$25.00 | \$25.00 | \$25.00 | Military Heritage Plaza | per event | n/a | \$75.00 | \$125.00 | n/a |
| Bike Racks - 6' & 8' Sections | per event | Variable | Variable | Variable | Tillman Auditorium | per event | \$150.00 | \$500.00 | \$700.00 | \$500.00 |
| Box Office - ticketing service | per event | Variable | Variable | Variable | | | | | | |
| Chairs - In house | ea | \$1.00 | \$1.50 | \$1.75 | | | | | | |
| Chairs - 3rd Party | ea | Variable | Variable | Variable | | | | | | |
| Cleaning Fee | per event | Variable | Variable | Variable | | | | | | |
| Cleaning Fee - After hours/weekend | per event | Variable | Variable | Variable | | | | | | |
| Concert Lights in House | per event | \$150.00 | \$150.00 | \$150.00 | | | | | | |
| Concert Sound | per event | Variable | Variable | Variable | | | | | | |
| Damage fee | per event | Variable | Variable | Variable | | | | | | |
| Dance Floor (1-25 sections) | 3x3 each | Variable | Variable | Variable | | | | | | |
| Dry Erase/Flip Chart Stand | ea | \$20.00 | \$20.00 | \$20.00 | | | | | | |
| Easel | ea | \$5.00 | \$5.00 | \$5.00 | | | | | | |
| Electrician | per event | Variable | Variable | Variable | | | | | | |
| Entertainment | per event | Variable | Variable | Variable | | | | | | |
| Equipment Rental | per event | Variable | Variable | Variable | | | | | | |
| Flip Chart Pad | ea | \$25.00 | \$25.00 | \$25.00 | | | | | | |
| Furniture Rental | per event | Variable | Variable | Variable | | | | | | |
| House Sound w/ 2 mics | per event | \$100.00 | \$100.00 | \$100.00 | | | | | | |
| House Sound w/ 2 mics - 2nd use | per event | \$50.00 | \$50.00 | \$50.00 | | | | | | |
| Landscaping | per event | Variable | Variable | Variable | | | | | | |
| Late Cancellation Fee | per event | \$100.00 | \$100.00 | \$100.00 | | | | | | |
| LCD Projector - Indoor | ea | \$90.00 | \$90.00 | \$90.00 | | | | | | |
| LCD Projector - Indoor - 2nd viewing | per event | \$25.00 | \$25.00 | \$25.00 | | | | | | |
| LCD Projector - Outdoor | ea | \$100.00 | \$100.00 | \$100.00 | | | | | | |
| Light Towers | per day | Variable | Variable | Variable | | | | | | |
| Light Trees in House | per pair | \$100.00 | \$100.00 | \$100.00 | | | | | | |
| Linens/tables skirts - In House | ea | Variable | Variable | Variable | | | | | | |
| Minimum Required Staff | per hour | \$24.00 | \$24.00 | \$24.00 | | | | | | |
| No Show Fee | per event | \$100.00 | \$100.00 | \$100.00 | | | | | | |
| Keyboard In House (Electric) | package | \$80.00 | \$80.00 | \$80.00 | | | | | | |
| Piano Rental | per event | Variable | Variable | Variable | | | | | | |
| Pipe and Drape | per section | \$25.00 | \$25.00 | \$25.00 | | | | | | |
| Plants | per event | Variable | Variable | Variable | | | | | | |
| Podium - In House | ea | \$25.00 | \$50.00 | \$75.00 | | | | | | |
| Radios | each/per day | \$30.00 | \$30.00 | \$30.00 | | | | | | |
| Rain Location | per event | \$50.00 | \$50.00 | \$50.00 | | | | | | |
| Screen - Indoor | ea | \$15.00 | \$15.00 | \$15.00 | | | | | | |
| Screen - Outdoor | per event | Variable | Variable | Variable | | | | | | |
| Signage | per event | Variable | Variable | Variable | | | | | | |
| Small Portable Sound System | ea | \$150.00 | \$150.00 | \$150.00 | | | | | | |
| Specialty Microphones | ea | Variable | Variable | Variable | | | | | | |
| Spot Light in House | ea | \$50.00 | \$50.00 | \$50.00 | | | | | | |
| Tables/in house | ea | \$8.00 | \$12.00 | \$12.00 | | | | | | |
| Tables - 3rd party | ea | Variable | Variable | Variable | | | | | | |
| Tents/3rd party | ea | Variable | Variable | Variable | | | | | | |
| Transport Fees (Off Campus) | per event | Variable | Variable | Variable | | | | | | |
| Transport Fees (On Campus) | per event | Variable | Variable | Variable | | | | | | |
| Trash Cans (delivery and pick up) | per event | Variable | Variable | Variable | | | | | | |
| Video Equipment/Services | per event | Variable | Variable | Variable | | | | | | |

| Labor | Unit | University Dept. | Non-University |
|----------------------|----------------|------------------|----------------|
| Building Supervisor | per per/per hr | \$20.00 | \$25.00 |
| Change Over | per per/per hr | \$12.00 | \$14.00 |
| Contract Event Staff | per event | Variable | Variable |
| Event Services | per event | Variable | Variable |
| Guest Services | per per/per hr | \$12.00 | \$14.00 |
| Marketing Team | per event | Variable | Variable |
| Parking Attendants | per event | Variable | Variable |
| Runners | per per/per hr | \$12.00 | \$14.00 |
| Security | per event | Variable | Variable |
| Stage Hands | per per/per hr | \$12.00 | \$14.00 |
| Technical Operators | per event | Variable | Variable |
| Ticket Takers | per per/per hr | \$12.00 | \$14.00 |
| Ushers | per per/per hr | \$12.00 | \$14.00 |