

Event Registration

All information is required in order to register the event.

Sponsoring Organization or Department _____

Name: _____ Today's Date: _____

Email: _____ Phone: _____

Title or brief description of activity. If a fund raiser, include prizes offered.

Event Date: _____ Event Location: _____

Start Time: _____ End Time: _____

Expected Attendance: _____ By Invitation Only? Yes ___ No ___ (If yes, submit guest list by 5:00 p.m. Friday or day of event, whichever is earlier.)

Entertainment: _____ Food Served: _____

Cover Charge Price: _____ Plans for clean up: _____

(Charge may not be used to recoup or pay for alcohol. Charge may not include "all you can drink.")

Event Information (check all that apply)

- Non-Alcoholic Event
- Event with Alcohol*
 - Party
 - Reception
- Fund raiser

No raffle tickets may be distributed under the auspices of Loyola University or in such a manner to indicate the university is sponsoring this program. Raffle tickets should indicate that the price is a donation and does not appear as a sale price on the face of the ticket. Distribution is limited to on-campus and for Loyola community members.

If in conjunction with a Retail Vendor, vendor must complete Retail Vendor Agreement.

*Alcohol Provided By: <input type="checkbox"/> Loyola Dining Services <input type="checkbox"/> BYOB <input type="checkbox"/> Third Party Vendor <input type="checkbox"/> Name: _____ (Complete and return Third Vendor Agreement)	Type of Alcohol: <input type="checkbox"/> Beer Price: _____ <input type="checkbox"/> Wine Price: _____ <input type="checkbox"/> Liquor Price: _____ (Liquor may not be served on campus)
Checking ID & Serving Alcohol: <input type="checkbox"/> Loyola Dining Services <input type="checkbox"/> Third Party Vendor <input type="checkbox"/> University Police <input type="checkbox"/> Faculty/Staff	Security Provided By: <input type="checkbox"/> University Police <input type="checkbox"/> Third Party Vendor <input type="checkbox"/> NOPD <input type="checkbox"/> Private Security Company

Policy Acknowledgement

My signature affirms that I have read, understood, and will abide by the policies and procedures governing student organizations, university events and activities as promulgated in the Loyola University New Orleans Student Handbook.

Signature Date

Return to Kathleen Breaux, Assistant to the Associate Dean of Students

_____ <i>Registered</i>
_____ <i>Denied because:</i> _____
_____ <i>Associate Dean of Students</i>
_____ <i>Faculty Advisor</i>

Loyola University New Orleans College of Law
7214 St. Charles Avenue, Campus Box 901
New Orleans, LA 70118
Telephone: 504-861-5761 Fax: 504-861-5739

Loyola University New Orleans College of Law

Third Party Vendor Contract

All information is required in order to register an event with a third party vendor.

This Contract dated _____ is between _____ hereinafter called "Sponsor" and _____ hereinafter called "Vendor."

General Terms:

Vendor agrees to allow Sponsor to use Vendor's premises and or services for a private event on _____ (date) beginning at _____ (start time) and ending at _____ (end time). The event shall be _____ (name/explanation of event).

Terms of Payment:

- A. Payment will be made in the form of a check or money order for \$ _____ (amount) made payable to Vendor and given to Vendor upon the conclusion of the event.
- B. Term of payment is for the purpose of room rental and other services (e.g., catering, entertainment, etc.).
- C. It is understood and agreed that payment shall be used for beer and/or wine only, not liquor.
- D. Alcoholic beverages shall not be provided free of charge or at such drastically reduced prices so as to encourage alcohol misuse.
- E. Non alcoholic beverages shall be provided free of charge during the entire length of the party/reception.
- F. Food will be available during the duration of the party/reception. The party/reception shall be no longer than three (3) hours in duration, unless otherwise permitted by the Dean's Office.

Licenses and Insurance:

- A. Vendor hereby attests to hold all proper establishment licenses issued by the appropriate local and state authority including but not limited to a liquor license.
- B. Vendor hereby attests to be properly insured with at least a minimum of \$1,000,000 of general liability insurance evidenced by a properly completed certificate of insurance prepared by the insurance provider.
- C. Said insurance documents must be made available upon request of Sponsor.

Sales:

- A. Vendor agrees that all sales of alcoholic beverages will be on a cash, credit or debit basis only. Alcoholic beverages can be purchased individually at full price.
- B. Any "happy hour" type prices must be available to all constituents, not just to Loyola students and their guests.

Normal Course of Business:

Vendor assumes all responsibilities that any purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

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- A. Checking Identification cards upon entry and properly identifying those of legal drinking age with wristbands provided by Sponsor;

- B. Not serving minors;
- C. Not serving individuals who appear to be intoxicated;
- D. Maintaining absolute control of ALL alcoholic containers present;
- E. Collecting all remaining alcohol at the end of a function (no excess alcohol-opened or unopened-is to be given, sold, or furnished to Sponsor or invited guests);
- F. Removing all alcohol from the premises;
- G. Provide standard security/safety measures for event venue and all event guests;
- H. Not serving beer and/or wine within 30 minutes of the end of the party/reception;

Cancellation:

- A. The Sponsor shall not be held responsible if, through an Act of God or conditions beyond its control, it is unable to conduct the event on the date and time when the engagement herein contracted for is scheduled. . Furthermore, if such Acts or conditions occur, the Sponsor is not liable for any damage the Vendor and/or his/her group or representative might suffer.
- B. If this contract is cancelled by the Vendor, or if Vendor requests a change of date for any reason other than an Act of God, riot, epidemic or act of public authority, the Vendor agrees to reimburse the Sponsor for its bona fide out of pocket expenses upon presentation of a certified statement of such expenses to the Vendor or his/her authorized representative.
- C. If this contract is cancelled by the Vendor within terms of the cancellation clause contained herein, the Vendor hereby agrees to reschedule the event at the earliest possible date that is convenient for both parties and under the terms of this contract. The decision to reschedule or not to reschedule is at the sole discretion of the Sponsor.

Compliance with Laws:

This contract is governed by and shall be constructed under the laws of the State of Louisiana. All disputes arising out of this agreement, wherever derived, shall be resolved in Orleans Parish, Louisiana.

Miscellaneous:

- A. No oral representation, warranty, condition, or agreement of any kind or nature whatsoever shall be binding upon the parties hereto unless incorporated into this agreement. This contract, along with any riders, contain all the terms and conditions agreed upon by the parties hereto, and may not be amended other than in writing and signed by both parties.
- B. In the event of any conflict, inconsistency, or incongruity between the provisions of the Vendor's contract and/or rider, the provisions of the Sponsor contract and/or rider shall in all respects govern and control.
- C. If this contract is signed by someone other than the Vendor and Sponsor, the person signing expressly warrants that he/she is authorized by the Vendor/Sponsor to execute this contract on

Accepted for Sponsor:

(Organization President)

(Date)

(Organization Social Chair)

(Date)

(Organization Advisor)

(Date)

Accepted for Vendor:

(Signature)

(Date)

Return to Kathleen B. Breaux, Assistant to the Associate Dean of Students

****Third Party Vendor Contract must accompany Event Registration Form in order to register third party vendor functions****

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