RICHARD TAM ALUMNI CENTER
OFF-CAMPUS CATERING ADDENDUM

Group Name:
Contact Person Name & Phone Number:
Event Room(s):
Event Date(s):
Event Time(s):

Thank you for choosing to hold your event at the Richard Tam Alumni Center. Our records indicate you will be using an outside catering service. Because of this there is an additional required refundable deposit of $500. This deposit must be paid in full at minimum five (5) business day prior to your event.

The deposit will be fully refunded only if the following facility guidelines (where applicable) are met:

1) Room set-up, break-down and clean-up is the responsibility of the renter. All set-up, break-down and clean-up must be completed during your contractual times. No cleaning supplies including vacuum will be supplied by the facility.

2) Event space must be returned in the exact same condition it was found.

3) The table and chair storage closet must be put back in the exact same way it was found in accordance with the posted diagrams.

4) If using the kitchen, it must be returned in the exact same way it was found:
   a. All service tables and sinks must be clean.
   b. The floor must be mopped.
   c. All garbage cans emptied with garbage bagged, tied, and placed outside the kitchen doors.
   d. Ice scoop stored on top of the ice machine.
   e. Refrigerator and freezer emptied and clean.

5) All lights in the room(s) you use must be turned off and not just dimmed low.

I hereby understand the facility guidelines and understand that my additional refundable deposit may not be refunded in the event the above guidelines are not fulfilled. All decisions made by the Richard Tam Alumni Center staff are final.

RENTER:                  ALUMNI REPRESENTATIVE:

_________________________                ________________________
Signature & Date                Alumni Association Representative Signature & Date

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Renter’s Printed Name & Title   Alumni Association Representative Printed Name

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Renter’s Initials: _____