#  Hotel, Banquet and/or Conference Services Checklist

## The following general terms should be considered when reviewing an agreement for the College’s use of a hotel, or off-site banquet, conference, or retreat facilities:

* **Conduct of Event:** The College should agree to conduct the event in an orderly manner in full compliance with all applicable laws and with the rules and regulations of the provider.
* **Indemnification:** The College should agree to assume responsibility for any damage done to the premises due to the negligence or willful misconduct. Accordingly, the College should agree to such indemnification.
* **Insurance:** Upon a provider’s reasonable request, the College may agree to issue Certificates of Insurance.
* **Deposits:** Providers usually request a deposit to reserve space for the College on a definite basis. The amount is negotiable. The College should not agree to any deposit that is not 100% refundable upon cancellation up to thirty days prior to the event.
* **Additional Payments:** Providers may request additional payments prior to the event. Entitlement to refunds upon cancellation of the event guides the decision to agree to this term. Obtaining low cost Event Insurance may be considered.
* **Guaranteed Attendance:** It is the responsibility of the College to ensure that obligations incurred based on number of guests are accurate.
* **Force Majeure:** Both parties should always agree that they shall not be liable to the other if causes beyond their control interfere with or prevent the event.
* **Gratuities/Service Charges/Sales Taxes:** The College may agree to usual and customary gratuities and service charges included in the terms of an agreement. The College should submit its Pennsylvania Sales and Use Tax Exemption Certificate to avoid sales taxes.

**End**