

EVENTS AT EKU-MANCHESTER REGIONAL CAMPUS
FACILITY RENTAL & OTHER FEES

Catering Kitchen Facility Fee	\$50.00*
Quad A-1 or A-2 (individually) Facility Fee	\$104.00*
Quads A-1 & A-2 together Facility Fee	\$207.00*
Quad A or B or C (individually) Facility Fee	\$207.00*
All Quads (A-1, A-2, B, C together) Facility Fee	\$620.00*
Lobby Facility Fee	\$252.00*
Training Room/Classroom 109 Facility Fee	\$90.00*
Computer Lab (Classroom 301) Facility Fee	\$124.20*

***Price may vary depending upon Liability Insurance and Tax Exemption Status.**

* If you are unable to provide us with an Acord Certificate of Liability Insurance with coverage not less than one million dollars (\$1,000,000) for each incident and three million dollars (\$3,000,000) in the aggregate and EKU named as an Additional Insured for the date of your event, then we can purchase general liability insurance. **The Liability Insurance Fee is \$500 in addition to the rental fee.**

* A 6% tax will be charged to your total facility rental/fee amount unless you provide a tax-exempt certificate.

For more information about hosting an event at EKU Manchester, please complete the webform at: manchester.eku.edu/eventrequest

For more information on Conferencing and Event guidelines, please visit: conferencingandevents.eku.edu/documents

WHAT WE PROVIDE

Staffing: A representative from Eastern Kentucky University will be present at your function to answer any questions or provide facility knowledge. **The facility can only be accessed during the date/time stated on the contract and must be vacated by the time stated on your contract in order to avoid additional charges**

for staff time. Set-up, break down, cleanup and load out must be completed by midnight and is the responsibility of the lessee. Failure to return facility to original state will result in an additional \$100 fee.

Tables, chairs and A/V equipment: Standard tables and chairs are provided (for indoor events only). It is highly suggested that you examine them prior to booking in order to make certain they are sufficient for your event. Included in your facility rental (for the Manchester Campus only) is an LCD projector, screen and speaker system. **Any equipment or supply requests beyond the above can be provided for an additional charge.**

OUTSIDE CATERING

Eastern Kentucky University understands from time to time the schedule and/or volume of requests of Dining Services may require the assistance of outside caterers. Given the risks inherent in serving food and beverages on the University campus Departments must select from the Approved Caterers list to provide food services to University-sponsored programs. For your convenience the Purchasing Office has preapproved the following caterers: <https://purchasing.eku.edu/catering-services>.

WARMING KITCHEN

The Manchester Campus is equipped with a warming kitchen. Caterers for scheduled events may use the kitchen at an additional cost of 50.00 which will be added to the facility fee. User of the kitchen must meet the guidelines outlined above in Outside Catering. Caterers are responsible for returning the kitchen to its original state, failure to do so will result in an additional \$100.00 fee being charged to the group sponsoring the event. If more than one caterer is using the kitchen at a time, all groups currently serving food will be charged the additional \$100.00.

DECORATIONS

All decorations must be pre-approved by EKU events staff at least 2 weeks prior to event and must adhere to all EKU guidelines. It is the responsibility of the lessee to follow all EKU policies listed at www.eku.edu.

CANCELLATIONS

If you cancel your event you must do so in writing (e-mail preferred) five (5) working days before the scheduled event date or you will be subject to a 50% cancellation fee.

Lessee Signature

Date