



Morris Inn/Notre Dame Conference
Center

Date
4/10/2017

EVENT CONFIRMATION

EBMS#: 20060

Activity #: 47869

Date: Friday, Sep 29, 2017 4:00 PM - 9:00 PM

Event: Parseghian Reception & Dinner

Organization/Department: College of Science

Program Chair: Sean Kassen
215 C Jordan Hall of Science
Notre Dame, Indiana 46556

Projected Attendance: ~~74~~ **150**

Telephone: 574-631-4689

Fax:

Email: Sean.C.Kassen.1@nd.edu

Payment Method: University Charge

Notes: 372436 35000 72454 30000

New or Repeat Business: Repeat

Sales Contact:

Lori Morgan Chaney
Morris Inn
130 Notre Dame Ave
University of Notre Dame
Notre Dame, IN 46556

Telephone: 574-631-7641
Email: lmorgan@nd.edu
Fax: (574) 631-2134

Date	Start Time	End Time	Room	Set-up	Function	Count	Max Count	Rental
09/29/17	04:00 PM	09:00 PM	Pre-Function: Ballroom	Bistros & Bar	Reception	75	250	\$500.00
09/29/17	04:00 PM	09:00 PM	Pre-Function: PDR					
09/29/17	04:00 PM	09:00 PM	Smith Ballroom	Rounds	Dinner			

Food & Beverage Minimum: \$10,000

Food Service:

Menu and bar service to be selected and shared with event specialist by August 31.



Morris Inn/Notre Dame Conference
Center

Date
4/10/2017

EVENT CONFIRMATION

A/V: Yes and for the VIP nature of the event and guests attending, EvenSys will be secured to be on site.	Registration Services:
---	-------------------------------

Misc: NA	Valet: ND hang tag \$10 guests – add to invoice
--------------------	--

Additional Information:

- Purpose of Event
- Group History
- Audience
- Service Hot Buttons

I have read the agreement and agree to the terms and conditions.



Customer Signature

Sales Office

4-10-17

Date

Date

Catering Arrangements

An Event Specialist will be assigned to Group to ensure that all of the meeting and catering arrangements are fulfilled.
PLEASE NOTE: All food, beverage, floorplans and audio-visual arrangements MUST BE confirmed three (3) weeks prior to the event date.

INSIDE 21 DAY BOOKING FEE: Any event booked within three weeks (21 days) of the event date will result in a \$500 charge.

If booking is within three (3) weeks, we must have menu requirements no later than **August 31**.
Your Event Specialist will provide you with a Banquet Event Order (BEO) detailing the menu requirements and the details of your event. The Event Specialist and you will sign off on the BEO confirming all details meet your approval and to ensure the Hotel's execution of the event. All food and beverages must be purchased and supplied by Morris Inn. No catered food may be removed from the event space.

Group should advise Hotel representative of any special requirements for the event, such as dietary restrictions, audio-visual equipment, display equipment, or labor needs etc. Function rooms are being held only between the hours indicated. Final arrangements for meeting space and catering functions must be made a minimum of three (3) weeks prior to the function date(s) to allow adequate time for planning and implementation.

Meeting rooms are assigned by the guaranteed minimum number of anticipated guests. Hotel reserves the right to relocate Group's function to another banquet/meeting room other than those appearing on the BEO provided that change is made in writing with



Morris Inn/Notre Dame Conference
Center

Date

Date
4/10/2017

EVENT CONFIRMATION

approval from the Group. Increased room rental fees will be applied if Group attendance drops below estimated number of guests originally anticipated at the time of booking and in the event that Hotel cannot resell the original space held.

If a change from the original room set-up is requested on the day of the function, a labor charge will be added to the banquet check. Labor charge reset fee is between \$200 and \$500 depending on the change. Hotel reserves the right to charge a service fee for functions with extraordinary set-up, teardown, or cleanup requirements. Guests will be admitted to the banquet room and expected to depart at the times stated on the BEO.

Catering Revenue Minimum

Based on the approximate number of Guests set forth, a minimum of \$10,000 in food and beverage revenue from Group-sponsored functions at Hotel is required in connection with the event.

The number of catered food and beverage functions and the attendance figures for such functions have been taken into consideration in establishing and providing Group competitive rates for this event. Therefore, in the event that minimum set forth above is not reached, Group shall pay Hotel the difference between the amount actually spent and the minimum above, with the parties agreeing that such amount is a reasonable estimate of the losses Hotel shall sustain as a result. This amount will be due to Hotel three (3) business days prior to event, or in the event of a cancellation, due and payable at the time of cancellation.

This minimum does not include room service, restaurant and bar usage not sponsored as part of the event, administrative fees (currently 15%), food and beverage tax of 7% (if applicable), labor charges, audio-visual, parking or any other miscellaneous charges incurred. Should Group's final attendance drop below the number of Guests outlined in this agreement, Hotel will be happy to advise Group on additional alternatives in food and beverage which will satisfy the minimum revenue figures for the event.

Catering Pricing

All food and beverage prices do not include state and local taxes or Hotel administrative fees. Prices quoted herein may be subject to change, given market fluctuations. Group grants the right to Hotel to adjust prices accordingly or make reasonable substitutions on the menu and agrees to price adjustments or menu substitutions provided the change is made in writing and approved by Group. Food and beverage prices are subject to change.

Catering Guarantee

Morris Inn requires a guarantee number of persons attending. For this event the expected number of guests is 75. Group must notify of the expected number of attendees for each outlined function by 21 days prior to event and the final guarantee is due 5 business days prior to the event. This number of attendees will be considered a guarantee for which the Group will be charged, even if fewer attendees show. This guarantee will be the basis for Hotel's purchasing of food items, and therefore, this number is not subject to reduction and represents the fewest number of meals for which there will be a charge. If no guarantee is received, Hotel will consider the number on the original agreement to be correct and therefore the guaranteed number of attendees.

The number of attendees guaranteed for food and beverage MUST equal the number of attendee guaranteed for meetings and events.

We will prepare for up to 3% over the guaranteed guest count.

If a choice of entrée has been offered (no more than two (2) excluding a vegetarian option) all entrees will be charged at the higher amount. The detailed count of each entrée choice is required at the time the guarantee is provided. The host of the event will designate the entrée selection on each guest's individual place card. Group will be charged for the guaranteed guest count or the actual attendance, whichever is greater. If the Hotel is not provided with a guaranteed guest count, then the "expected" number of guests will become the guaranteed guest count.

Outside Food & Beverage

Because of Hotel's legal responsibility for all food and beverage served on premises, as well as liquor licensing restrictions, Hotel requires that only food and beverage purchased from Hotel be served on Hotel property. In addition, no food and beverage including alcoholic beverages, can leave the property if it has been prepared specifically for on-property, private functions. Under no circumstance may liquor be brought in from outside Hotel or served by anyone other than a designated Hotel representative.



Morris Inn/Notre Dame Conference
Center

Date

4/10/2017

EVENT CONFIRMATION

Provided Equipment

Hotel will provide, at no charge, a reasonable amount of meeting equipment (chairs, tables, cloths, etc.) This complimentary arrangement does not include special set-ups or extraordinary formats that would exhaust the present in-house equipment to the point of requiring rental of an additional supply to accommodate Group's needs. If such is the case, Hotel will anticipate it in sufficient time as to present two alternatives: (1) estimated rental cost to Group for additional equipment, or (2) any changes in the extraordinary set-up to avoid extra equipment costs.

Audiovisual Service Standards

Most meeting rooms are equipped with screens and projectors. Please refer to the attached pricing sheet for additional equipment and services.

Parking Policy

Overnight self-parking for all registered guests is available complimentary in the BK1 lot near the Hammes Notre Dame Bookstore. Overnight valet parking is also available at \$20 per vehicle. Event valet parking is \$10.

Decorations, Signs & Displays

Only free standing signage or signage requiring an easel will be permitted. Items may NOT be adhered to walls, ceilings, windows, doors or floors. All specialty linens and themed decorations not coordinated by the Hotel will need to be authorized by the Hotel Event Office.

Use of Meeting Space

The Group agrees that the Hotel has the right to control or restrict the Group's use of meeting space to ensure the comfort, safety and security of all Hotel guests and their property. The Group agrees that it will conduct its event so as to avoid any disturbance of other guests, and will not use any fireworks, incendiary devices, fueled cooking devices, fog machines, confetti cannons, glitter, candles, incense, or use other materials or engage in any activities that may disturb other guests without advance written approval of the Hotel. In addition to obtaining Hotel's advance written approval for such, Group is responsible for (1) adherence with all applicable federal, state and local laws, regulations and ordinances relating to such activities, (2) determining if any safety officials or other approvals or permits are required and (3) obtaining such approvals or permits for any use of meeting space requiring such.

Event Cancellation

Group has the right to cancel this agreement without cause upon written notice to Hotel at any time prior to the event and upon payment of an amount based on the following schedule when cancellation occurs as follows.

Prior to 1 months of date of event	\$500
1 month to 1 week prior to date of event	\$500 (50% of total estimated revenues)
1 week prior to date of event	\$500 (100% of total estimated revenues)