



*Hilary J. Boone Center*  
*at the*  
*University of Kentucky*

# Wedding Event Contract

Your wedding specialist will be:

Linda Russell  
[linda.russell@uky.edu](mailto:linda.russell@uky.edu)  
859-257-3288

*This Wedding Event Contract (the "Contract") is entered into by and between the Hilary J. Boone Center, at the University of Kentucky (the "Center") and*

**Contracting Member:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone # (primary):** \_\_\_\_\_ **Phone # (secondary):** \_\_\_\_\_

**Email address:** \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

## **Significant Others:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### *Use of Facilities:*

*The Center agrees to reserve the following space for the wedding festivities:*

\_\_\_\_\_  
*The Center reserves the right to utilize areas of the facility not indicated above for the purpose of Member services.*

**Date of Event:** \_\_\_\_\_, 20\_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

*The Center shall make the facilities reasonably available to the Contracting Party for purposes of planning, staging and hosting the wedding. The Contracting Party agrees to remove all set-ups in a timely manner and restore the Center to its previous condition at the conclusion of the wedding, excepting normal and reasonable wear and tear.*

### **Catering Services:**

*The Center shall provide all food and beverages served except the wedding cake. A schedule of all food and beverage selections and the cost for such selections shall be attached to this Contract as Exhibit A and by reference be specifically incorporated hereto. All menus must be completed a minimum of 30 days in advance with a final guarantee due 14 days before the Wedding date. Members will be charged for the guaranteed amount and any increase above the guarantee. Prices are subject to change due to market conditions until which time the final menu selections are submitted.*

*Revised November 2015*

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## **Payment Terms:**

**For Saturday Events:** An \$1800 Wedding Facility Fee is required along with this executed contract to reserve the Center for the specified date and time. This facility fee does not apply towards Food and Beverage Minimums and is refundable only if a written request for cancellation is received by the Center more than 180 days prior to the reserved date. The minimum food and beverage purchases required for Saturday Wedding Events is \$7,500.

**For Friday and/or Sunday Wedding Events:** A \$900 Wedding Facility Fee is required along with the executed contract to reserve the Center for the specified date and time. This facility fee does not apply towards Food and Beverage Minimums and is refundable only if a written request for cancellation is received by the Center more than 180 days prior to the reserved date. The minimum food and beverage purchases required for Friday and/or Sunday Wedding Events is \$5,000.

For all wedding events the final balance for contracted services is due fourteen (14) days before the contracted date of the Wedding Event and any "open" agreements for services including bar services must be settled immediately after the Wedding Event. There is a ceremony set-up fee of \$350 for all wedding ceremonies held at the Boone Center. Receptions requiring early access may incur an additional labor charge. There will be an additional charge of \$500 for Wedding Events that extend past 12:00 midnight.

The Contracting Member agrees to be responsible for ensuring that the Contracting Member, all members of the Wedding Party and their guests must adhere to all applicable rules and regulations of the Center while on the premises. A failure to comply with the applicable rules and regulations of the Center may result in cancellation of the event and forfeiture of fees paid.

Bar service shall end 30 minutes prior to ending time of reception. Any continuous alcohol service lasting more than 4 hours is at the discretion of the Center's Manager on Duty. Bands, DJ's and other vendors must remove equipment from the facility within an hour of the end of Wedding Event.

Please be advised that the use of birdseed, rice, other aerial favors and sparklers is strictly prohibited on the Center premises. The Hilary J. Boone Center is a non smoking facility. Smoking is prohibited in the building and on the grounds.

## **Litigation:**

The Contracting Member shall indemnify and hold harmless the Center and the University of Kentucky for all damages to the property and any injury to the Contracting Member or guest caused by their actions or interactions. Specifically the Contracting Member shall be responsible for all damages and injuries caused by the Contracting Member or their guests.

Wherefore, this Contract and attachments, effective as of the day and year first written above, constitute the entire agreement of the parties and no other agreement (either oral or written) not incorporated herein is valid unless agreed to in a writing that is signed by both parties.

## **Hilary J. Boone Center:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **Contracting Member:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date \_\_\_\_\_