

## POLICIES PERTAINING TO USE OF THE ALUMNI HOUSE (EFFECTIVE FEBRUARY 2014)

To use the Alumni House facilities please go <http://alumni.berkeley.edu/services/alumni-house-rentals> or you may contact Donna Marsicano or Donna Houser at (510) 900.8227 or [reservations@alumni.berkeley.edu](mailto:reservations@alumni.berkeley.edu).

**Access:** Facility access is limited to the arranged reservation time. No event may begin before 7:00 am or end after 12:00 midnight.

**Alcoholic Beverages:** Alcoholic Beverages may be served on our premises following the completion and submission of the "APPLICATION TO SERVE ALCOHOLIC BEVERAGES AT A CAMPUS EVENT" form. You may obtain this form from the Alumni House Reservations office or website (*mentioned at the top of the page*) or UC Police Department webpage <http://police.berkeley.edu/formsandapplications/>. Under no circumstances are alcoholic beverages to be served to persons under the age of 21.

Note: Red Wine or red punch may be served with a \$100 deposit (University department excepted).

**Cancellation:** If you cancel your confirmed event within 30 days of the event date, you will be charged a fee of one-half the total contracted price. This does not exclude university departments. All cancellations must be confirmed in writing or via email.

**Catering:** Please provide all catering information to the Alumni House Reservations office prior to your event. If you choose to use an outside caterer, you assume full responsibility for set up and clean up of catering services – including all rented items. We will charge you additional setup or cleanup fees if we perform any services beyond those outlined in room arrangements section of this document. Any changes to catering done by the Alumni House shall be submitted in writing at least one week prior to event; otherwise you may be subject to an additional fee.

**Dancing:** No dancing is allowed on the carpeting unless a dance floor is present, and only with the approval of the Alumni House management. Dance floor must be disassembled by customer or rental company prior to end of reservation.

**Damages:** The Cal Alumni Association will not be responsible for any damage or loss of articles left in the Alumni House prior to, during, or after your event.

**Decorating:** No decorations, posters, or other items may be attached to Alumni House walls unless painters' tape is used; and all decorations must be approved in advance by AH staff. Any damages may result in an additional fee.

**Deposit:** (applies non-campus groups only): A security deposit of one-half of the total contracted price to guarantee your room reservation. This deposit will be applied to your final bill and will be forfeited in the event of cancellation within 30 days prior to your event (see cancellation section above). If there is any damage to the Alumni House property during your event, your deposit will apply toward (but not necessarily cover) any cleaning or repair costs incurred.

**Insurance:** All non-campus affiliated groups (excluding info sessions) must carry event insurance. Any insurance carrier is adequate including the campus provider Marsh: (866) 838-9536.

**Payment:** Any price quoted prior to the event is only an estimate.

Campus departments: We will send you a final bill following your event which must be paid in full via PO or credit card within 60 days of the invoice date. Late charges are outlined on the billing statement.

Non-campus groups: The remainder of your bill (minus deposit) must be paid at least 7 days prior to event date.

**Pricing:** In order to receive discounted rates you must have a campus sponsor (*Campus prices apply only to campus department events*) or be a member of the Cal Alumni Association. To join, please call 1-888-CAL-ALUM (1-888-225-2586) and ask for the membership department or click the "Join" link on our website ([alumni.berkeley.edu](http://alumni.berkeley.edu)) and sign up on-line. We also take members of the community at our non-alumni rates. Alumni House management reserves the right to increase fees 60 days prior to your event.

**Room Arrangements:** Room arrangements and setups must be planned and approved *two weeks in advance* by Alumni House management. Alumni House operations staff will provide agreed upon setup and custodial services. Alumni House furniture (sofas, tables, chairs) or wall furnishings may not be moved without permission or the assistance of Alumni House operations staff. This is especially true, though not limited to, use of the large Bechtel table which requires special care. All event rental deliveries and pick up must be done the same date of the event unless prior approval was granted by the Alumni House staff. The Cal Alumni Association assumes no responsibility for injury incurred by customers and/or guests not following this procedure.