Customer Agreement

- 50% of Balance or Security Deposit (if applicable) is due at time of booking to guarantee space.
- Balance is due one week in advance.
- Customer agrees to pay any charges incurred during the event, including damages to the facility or equipment.
- Visa & Master Card accepted; a 3% SERVICE CHARGE will be applied to final bill.

**DEPARTMENTS MUST PROVIDE BUDGET STRING BEFORE EVENT IS CONFIRMED**

- Please leave facility in the original chair/table arrangement at the conclusion of the event.
- Cancellations for the TRENT LOTT CENTER, THAD COCHRAN CENTER BALLROOM or ENTIRE FACILITY must be made one month in advance OR DEPOSIT WILL BE LOST.
- Other Cancellations and Changes to an event must be made two weeks in advance.
- For equipment not offered by the Event Services Office, you must contact equipment.services@usm.edu.
- Contact Southern Miss Catering at 601.266.5552 or www.southernmisscatering.com for menu options. *NO OUTSIDE CATERERS ALLOWED.*

- Approval may be granted for alcohol to be served at an event in accordance with the University alcoholic beverage service policy. Security is required and will be added to final bill and is based on anticipated attendance. Customer agrees to work through Southern Miss Catering for this service.

- Insurance may be required for use of the facility. Customer agrees to obtain Event Insurance and provide certification of insurance at least 30 days prior to the event.

- Customer is responsible for notifying the Event Services Office of any special ADA accommodations at least one week in advance.

- Parking requests should be submitted in writing to the assistant director for Event Services one month in advance. Reserved parking is based on availability.

- Event Services/Union and Programs department/TLNC is not responsible for any items left overnight in meeting rooms.

- Arrangements for shipping/storage of materials prior to an event must be made one month in advance, by contacting the assistant director for Event Services. Charges Apply.

Continued
On-campus "door-to-door" advertising for an event is strictly prohibited, please refer to the Solicitation Policy at [http://www.usm.edu/event-services/policies](http://www.usm.edu/event-services/policies) and click on Policies & Procedures for Campus & Community Patrons.

- All events are subject to a review process to determine if the "nature of the event" is suitable for the facility before confirming.

- Retain this copy for your records.

*The Event Services office reserves the right to change room assignments, if deemed necessary. Should the need arise, events may be relocated to other facilities on campus.*

By signing below you agreeing to all terms/conditions of this contract and the policies set by The University of Southern Mississippi.

__________________________________________  ______________________
Authorized Signature  Date