

Mountain View



Student Residence and Conference Center

Owned and Operated by Bluefield State College Research and Development Corporation
Gerald James, Director

Rental/Catering Agreement

THIS RENTAL/CATERING AGREEMENT, made this ____ day of _____, 201_, by and between MountainView Student Residence and Conference Center, owned and operated by BLUEFIELD STATE COLLEGE RESEARCH AND DEVELOPMENT CORPORATION., a West Virginia non-profit, tax exempt corporation, of Bluefield, West Virginia, having an office at 219 Rock Street, Bluefield, West Virginia 24701, hereinafter "Caterer" or "Landlord", and _____, hereinafter "Responsible Party"; WHEREAS, the Responsible Party desires to rent space consisting of room _____ at either (check one): _____ the Bluefield Technology Transfer and Community Development Building, situated at 704 Bland Street, in Bluefield, West Virginia, or _____ MountainView Student Residence and Conference Center, situated at 3175 East Cumberland Road, in Bluefield, West Virginia from the Caterer, hereinafter the "Rented Space";. On _____ (date of event) from _____ to _____ (time of event), And/Or the Responsible Party desires to have _____ function catered by the Caterer. Caterer will provide silverware, glassware, china, chafing dishes, food and beverages as decided on by the Responsible Party and the Caterer only if food is ordered. If food is not ordered, linens may be provided for an additional cost.

The Responsible Party agrees to/that:

- A non-refundable deposit of \$ _____ which will be deducted from my final bill. This deposit will secure my date and services of above mentioned caterer.
- The pricing, room facilities, and arrangements as described below.
- To pay the balance of any fees and taxes due at completion of event as agreed upon.
- Pay, in full, for any breakage or damage to the above mentioned caterer's property.
- All actions of attendees are the sole responsibility of the responsible party as indicated above.
- In the event this contract is cancelled by the responsible party all deposit money will be forfeited to caterer.

- If you plan to serve any alcoholic drinks; all individuals consuming drinks **MUST** be 21 years or older. If anyone is caught drinking underage the function will be immediately terminated and all money forfeited. We do not condone or allow underage consumption at any time during any function. We reserve the right to check IDs at anytime for any reason. Hard liquors are not allowed on the premises. Private bottles or “BYOB” events are strictly prohibited. Beer (except kegs), wine and champagne are allowed provided permission is obtained. If you plan to serve alcohol, you must have someone (who is not drinking) assigned to check ID’s and control access to the party.
- The Caterer may require an Insurance Rider, available through your local agent, for certain events.
- Any function at the pool will require a certified lifeguard.
- A drawing of the desired room layout is required no less than **15 days** before the event.
- Menu selections are required no less than **15 days** before the event.
- Linen color selection is required no less than **15 days** before the event.
- Understanding and fully accepting the responsibility of all the mentioned terms in this contract.

Meal Selection

Entrée: _____ Second Entrée: _____

Vegetable 1: _____ Vegetable 2: _____

Salad: _____ Bread(s): _____ Desserts: _____

Drinks _____

Hor ‘Douvres

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

People Expected: _____ Price per person: \$ _____

Food Total: \$ _____ If food order is sufficient the cost of the rooms may qualify for a discount!

*Due to health concerns, we do NOT allow any outside catering companies to cater events held here.

*If private individuals bring in items made in their homes we cannot supply serving dishes, utensils, etc.

*If selecting multiple entrée’s see chef about preparation.

Room Selection

Rooms: Large Dining _____ Small Dining _____ All Dining _____ Pool _____

Lounge _____ Auditorium _____ Conference Room _____

Classroom _____ Lifeguard Cost _____

Room Total: \$ _____

Linens, etc. \$ _____ (if not purchasing food \$2 per table to be covered)

Food Total: \$ _____

Total \$ _____

Less Deposit \$ _____

Amount Due \$ _____ (Amount due must be paid prior to the event starting)

By signing below, the responsible party agrees that they understand and fully accept the responsibility of all the mentioned terms in this contract.

Caterer, MountainView

Date

Responsible Party

Date

Street Address

City Zip

Contact Telephone Number

Contact Email Address