



## RENTAL RATES & FACILITY POLICIES

### CONFERENCE & MEETING SPACE

#### Conference Center Room Rental

Daily Meeting Package	\$450.00 / \$545.00 <i>weekend</i>
Barn and Conference Center Rental	\$900.00 / \$1090.00 <i>weekend</i>
Barn Rental Only	\$450.00 / \$545.00 <i>weekend</i>

#### Americana Executive Boardroom Rental

Daily Meeting Package	\$350.00
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#### Activity Center Room Rental\*

Daily Meeting Package	\$240.00
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#### Grounds Rental with Barn and Conference Room

\$2500.00

\* A 20% rate reduction is applicable to MSU departments.

\* Meetings lasting over 8 hours will incur additional room charges based on length of time.

\* Hostess fees apply @ \$25.00 per hour / per staff.

### EQUIPMENT

Wireless Internet Access	No Charge
Media Place Holder Panels	No Charge
White Board (Double Sided)	No Charge
Wireless LCD Projector & Screen	No Charge
Easel with Pad & Markers	\$55.00 each
Phone for Conference Call	\$25.00 each
Copy Service	\$.49 per page
Service Fee to set up Client Equipment	\$75.00
Basic White Linens	\$5.00 per linen

## RENTAL RATES & FACILITY POLICIES CONTINUED

*Please Initial*

### **RESERVATION CONFIRMATION & DEPOSIT REQUIREMENTS**

To confirm your meeting room and date, a reservation confirmation form with agreed details will be sent to you via email. To guarantee your dates, the signed contract must be returned with deposit payment to confirm your reservation by the deadline indicated. We ask you provide us with a final guest count and all event details no less than seven (7) days prior to your event date for all full service catered events. **NOTE: A non-refundable \$100.00 deposit is required to guarantee your space, with the full room rental rate for each day due 30 days prior to your event.**

### **FUNCTION SPACE**

MSUE Tollgate Education Conference Center reserves the right to adjust the room assignment based on actual numbers. All rooms must be vacated promptly at the scheduled time as indicated on the reservation confirmation.

### **LIABILITY**

MSUE Tollgate Education Conference Center reserves the right to inspect and control all private functions. Cost for damages to the premises will be charged to the representative making the arrangements, based on actual repair or replacement cost. Labor charges will apply to functions if more than standard clean up is required at the close of the function. MSUE Tollgate Education Conference Center cannot assume responsibility for the damage to, or loss of, any merchandise or articles left prior to, during, or following an event.

### **CANCELLATIONS**

It is the clients responsibility to notify MSUE Tollgate Education Conference Center should you wish to cancel or make any changes to your event. MSUE Tollgate Education Conference Center reserves the right to bill the client for payment in full if an event is cancelled within 48 hours prior to the event date. MSUE Tollgate Conference Center reserves the right to charge a cancellation fee if an event is cancelled more than 48 hours prior to an event date. All initial deposits to hold an event date are non-refundable. The cost of specialty items acquired specifically for your event including rental equipment, will not be refunded.

### **NON-SMOKING POLICY**

Smoking is not allowed in any of our MSU buildings. Please be respectful of our beautiful grounds by using the proper receptacles.

### **ALCOHOL POLICY**

Michigan State University Policy limits us from purchasing liquor and reselling it to you. However, we work with several reliable sources that are properly licensed to meet your needs. The client agrees to irrevocably and unconditionally release, defend, indemnify, and hold harmless Michigan State University and Michigan State University Extension, its employees and contractors (individually and jointly) from any liability, illness, death, or injury sustained by any participant in connection with the service and consumption of any alcoholic beverage.

### **CATERING**

We are a full service conference facility. We have a variety of menu options available from our caterer. Food minimums of 10 people are required. Please note, no outside food and beverages are allowed to be brought into our facilities. In compliance with the local health department regulations, all leftover food will be removed and discarded by MSUE Tollgate Education Conference Center.

### **DECORATIONS**

All proposed displays and decorations are subject to approval. Please discuss your ideas with our staff well in advance of your event. The MSUE Tollgate Education Conference Center requires that you comply with all rules and regulations with regarding decorations, including but not limited to the local fire code. Open flame is NOT permitted in any of our MSU buildings. The MSUE Tollgate Education Conference Center does not assume any responsibility for decorations or articles left at the facility prior to, during, or after events. All decorations must be removed immediately following the conclusion of your event, unless other arrangements have been made prior to the event. Decorations, posters, signs or banners may not be hung without prior approval from the Conference Manager. MSUE Tollgate Conference Center reserves the right to assess damages in the event any of the above policies are not followed.

### **BILLING**

At the completion of an event an invoice will be generated with the final payment expected upon receipt. Payments for deposit and or the final balance can be made by check (payable to Michigan State University) or with any major credit. A receipt will be sent to the customer.

**Credit Card payments can be made at MSU CashNet service: [https://commerce.cashnet.com/msu\\_3568](https://commerce.cashnet.com/msu_3568)**

### **SALES TAX**

State of Michigan sales tax (6%) will be added to your event invoice. If your group or organization is tax exempt, please provide a copy of your State of Michigan Tax Exempt Certification at the initial discussion of rental fees.

*MSU Tollgate Education Conference Center is property of Michigan State University and as such, complies with all University policies.*

*Prices subject to change – February 2016*

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status .