**EXHIBIT A**

**TO**

# FACILITY USE AGREEMENT

**Wedding Receptions**

University and Licensee further agree as follows:

**1. Fee.** The Fee for use of the Facility in the amount of $      is due not later than 90 days before the date of the Event. All major credit cards are accepted. The overtime rate after midnight is $100.00 per hour. Overtime charges will be billed separately and are due within 10 days following the Event.

**2. Deposit.** Licensee shall pay a non-refundable deposit of $      upon the signing of this Agreement (the “Deposit”). The Deposit will be applied to the Fee, but will not be refunded if the Event is cancelled.

**3. Food Service.** Catering menus can be found on our website at [www.arboretum.umn.edu](http://www.arboretum.umn.edu). Please contact University Dining Services at 612-301-7602 to select food choices and quantities at least two weeks prior to your Event. Payment for food service, pursuant to a separate food contract, must be submitted not less than 10 days prior to the Event. All food must be prepared by University. In compliance with health laws, no leftover food may leave the Facility at any time.

**4. Designation of Responsible Person.** Licensee shall designate a responsible person (someone other than the bride or the groom) to serve as the primary contact between Licensee and University during the wedding reception. The responsible person is required to attend a planning meeting prior to the wedding reception with the Arboretum’s Event Coordinator. The responsible person will be responsible for (i) ensuring that the Event stays on schedule, (ii) making sure the preparation area is being used according to applicable policies, (iii) ensuring that alcohol is being served according to the alcohol permit requirements, and (iv) notifying University if any problems occur during the reception. The responsible person will be contacted by University if personal belongings are left behind after the Event. The University Event Coordinator,      , can be reached at      .

**5. Event Schedule.** The following timeline must be adhered to:

5.1 Music will be turned off by 11:30 p.m.

5.2 Lights will be brightened or turned on at 11:30 p.m.

5.3 An announcement will be made at 11:30 p.m. by Licensee that guests must exit the Facility no later than midnight.

5.4 Load-out and decoration take down must be completed by 12:00 Midnight.

5.5 Licensee, musicians and guests must vacate the Facility by 12:00 Midnight.

5.6 The Facility will be closed and locked at 12:00 Midnight.

5.7 If Licensee fails to comply with these rules, University will contact the Chaska Police Department for assistance in vacating the Facility and Licensee shall be responsible for all costs associated therewith.

**6. Equipment.** Licensee shall notify University of any A/V needs at least 10 days before the Event. The following equipment is available at no additional charge: Slide and ceiling-mounted projectors and screens. Use of the following equipment will incur additional charges: LCD projectors, TV/VCR/DVD, flipchart paper and stands, wireless hand held microphone, clip-on microphone, laser pointer, presentation remote, polycom speaker phone, and portable stage. If you are planning on accessing the internet, the Arboretum’s wireless is our preferred connection method but we can also provide hardwired Ethernet and modem connections (depending on room used) upon request.

**7. Parking and Gate Fee.** Gate fee and parking is included in the Fee. Parking is permitted in designated areas only.

**8. Decorating.** Please do not attach anything to the walls. Only table and standing floor decorations are permitted. Candles must be in a glass sleeve; balloons are not allowed.

**9. Cleaning of the Premises.** Standard cleaning time following a wedding is       hours, the cost of which is included in the Fee. If University spends more than       hours cleaning the Facility following the Event, Licensee will be billed a special cleaning charge of $22.00 per hour for each additional hour of cleaning after       hours.

**10. Personal Property Left Behind.** Please designate someone to be in charge of the removal of all decorating items and personal belongings by 12:00 Midnight. University will not be responsible for any items left at the Arboretum following your event and shall have the right to discard such items without liability to Licensee.

Assistance is available from telephones in all rooms by dialing 0 [zero].

Questions: Please call Charlene Wickenhauser at 612-301-7601, e-mail [wicke007@umn.edu](mailto:wicke007@umn.edu); Lindsay Sypnieski at 612-301-7598, e-mail [lsypnies@umn.edu](mailto:lsypnies@umn.edu); Jackie Riemer at 612-301-7600, e-mail [jrriemer@umn.edu](mailto:jrriemer@umn.edu), or Carissa Burns at 612-301-7596, email [pfarr016@umn.edu](mailto:pfarr016@umn.edu).