



# The Earl Hall Center of Columbia University

Earl Hall or St. Paul's Chapel Private Rental

Application for Use and Occupancy

Office of the University Chaplain

This form has five pages. Please fill out all requested information on this page and then sign it at the bottom. Then please read and initial each of the other four pages of this form. Finally, **please sign the form on the last page and return it with a 50% non-refundable payment and applicable deposit (\$500 for the Nave; \$250 for all other rooms)** to 202 Earl Hall, Columbia University, 2980 Broadway MC 2008, New York, NY 10027. Upon acceptance and execution of this application by Columbia University as provided in Part 3 of this Contract, this application will serve as the Contract. If accepted, a copy of the executed contract will be mailed to you at the address provided below. **This agreement is not binding on Columbia University until it has been executed by Columbia University.**

Event Date:

- Event Type:
- Baptism/Christening
  - Concert
  - Lecture
  - Memorial Service
  - Worship Service
  - Other \_\_\_\_\_

Event Time:

*(All reservation slots are in two-hour blocks of time. Please allow one half-hour for setup and one half-hour for clean-up and restoration of the Chapel.)*

Event Name: \_\_\_\_\_

Please check room(s) to be rented:

Earl Hall

- Auditorium
- Dodge Room
- Fireplace Room
- Schiff Room

St. Paul's Chapel

- Choir Room
- Guastavino Room
- Nave

- Postcrypt Room
- The Study
- Other \_\_\_\_\_

\*\* Please check page 4 to see the occupancy capacity of each of the above rooms. \*\*

Renter's Name:   
Email:

Phone: Day   
Evening   
Cell

**Additional Information:**

Is this event a fundraiser or expected to generate sales related activities? \_\_\_\_\_

Will the media be invited to this event? If yes, please list invited media. \_\_\_\_\_

Will food be served? \_\_\_\_\_  
*(If yes, an additional sexton fee will be assessed.)*

Is your event noise sensitive? \_\_\_\_\_

Will sound equipment or musical instruments be used? \_\_\_\_\_

Number of guests anticipated: \_\_\_\_\_  
*(If 60 or more are expected, an additional sexton and security fee will be assessed.)*

Are you affiliated with Columbia University? \_\_\_\_\_  
If so, how? \_\_\_\_\_

Will you be requesting an organist? \_\_\_\_\_  
*(Only Columbia approved organists are permitted to play the organ. A \$250 fee will be billed for the use of the organ.)*

How will this event be advertised? \_\_\_\_\_

Will you be requesting a security officer? \_\_\_\_\_

**Address for correspondence and deposit return:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Credit Card Payment:**

Name: \_\_\_\_\_

Visa or MC accepted /Exp. Date: \_\_\_\_\_ CVC \_\_\_\_\_

*(The full credit card number will be requested over the telephone, at the time of processing.)*

**Inter-Department Payment:**

Account # : \_\_\_\_\_

Department : \_\_\_\_\_ Bus Unit : \_\_\_\_\_

Project : \_\_\_\_\_

Activity : \_\_\_\_\_ AN Type : \_\_\_\_\_

Initiative : \_\_\_\_\_ Segment : \_\_\_\_\_

Site : \_\_\_\_\_ Fund : \_\_\_\_\_

By signing below and at the end of this application, the Applicant agrees to the terms and conditions as set forth below.

By: \_\_\_\_\_ Date: \_\_\_\_\_

## 1. OCCUPANCY

This Contract shall be for the occupancy of the designated space during the above hours only. **All set up, the event itself, and the required clean up time designated herein must take place within the hours specified. Vendors are permitted to enter only during the contracted hours.** Occupancy shall be granted only for the hours that appear on the Contract. Arriving too early or remaining on the premises after the end of the contracted hours shall constitute grounds for forfeiture of the Applicant's deposit and the levying of additional fines.

## 2. FACILITIES

Earl Hall and St. Paul's Chapel facilities are rented on an as is basis. All set-up and clean-up is the responsibility of the Applicant or its designee. If requested, the Chapel staff can set-up two microphones, one lectern, and the balcony lights. Should an alternate set-up be required for the event, there will be a set-up charge to cover costs and labor. A maximum of 6 chairs may be moved by the Applicant or its designee. For groups of less than 60 that prefer not to handle their own set up and clean-up, a sexton fee of \$300.00 will provide a sexton to handle these responsibilities. Expected attendance of 60 or more at the time the was contract executed will result in a \$300.00 sexton fee. Music stands, iPod players, candles, candleholders, and tablecloths are available for an additional fee. The piano may not be moved. A \$100 service charged will be billed for the use of the piano.

## 3. DEPOSIT/ACCEPTANCE OF APPLICATION FOR USE AND OCCUPANCY

Upon receipt of this signed form, Columbia University shall review the information provided herein by the Applicant and at its sole discretion either (i) accept this application by executing this form, or (ii) reject this application by returning the payment and deposit provided with this form to the Applicant. The execution of this application by an authorized representative of Columbia University is hereby defined as the date of the execution of this Contract by Columbia University and, on such date, the 50% non-refundable payment as well as the deposit of \$500.00 (\$250 for all other rooms) provided to Columbia University by the Applicant shall guarantee the reservation of the designated space until the due date for final payment. **This agreement is not binding on Columbia University until it has been executed by Columbia University.**

## 4. DEPOSIT RETURNS

Deposits shall be returned following the date of the contracted event described herein, subject to the conditions of this Contract. In the event that all or part of the deposit is withheld by Columbia University, the Applicant will be provided with a written explanation.

## 5. PAYMENT DUE

The remaining 50% balance of payment is due 60 days before the date of event. Should the event fall within 60 days of this confirmation, 100% of the payment, as well as all applicable deposits, are due. If the Applicant shall fail to make such payment in a timely manner, Columbia University may terminate this Contract effective immediately, all premises reserved by the Applicant as set forth in this Contract shall be released, and all deposits paid by the Applicant shall be forfeited.

### **Payments must be charged to a valid Visa, MasterCard, or American Express card.**

Under special arrangement with the Office of the University Chaplain, payments can be made in the form of **corporate, certified check** or **money order, payable to "Columbia University"** and mailed or delivered to:

Columbia University  
Earl Hall 202  
2980 Broadway MC 2008  
New York, NY 10027

### **Personal checks and cash will not be accepted.**

## 6. SECURITY/ALCOHOL FORMS

Before a deposit can be accepted, the Applicant shall have contacted the Earl Hall Center to determine whether or not security officers are required for the event in question, worked out any necessary financial arrangements with the Earl Hall Center, and—in the event that security is required—return a completed security form to 202 Earl Hall.

## 7. REFUNDS

Upon receipt of the payment, no refunds shall be made except by the table listed under "CHANGES TO CONTRACT OR CANCELLATION" (#17 BELOW). This Contract serves as an invoice for the balance due.

## 8. RESTRICTIONS

There can be no pinning, taping, stapling, or otherwise affixing decorations, signs, etc. to the walls, doors, floors, or woodwork anywhere in Earl Hall or St. Paul's Chapel. No balloons, pets or runners are permitted inside or outside of the Chapel. Throwing of any objects, *i.e.*, rice, rose petals, bubbles, confetti, etc., is NOT permitted inside the Chapel or on the Chapel walk. All flowers, programs, candles, fans, and other items must be removed from the Chapel before the end of the contracted time by the Applicant or its designee. Violations of these restrictions shall constitute grounds for forfeiture of the Applicant's deposit.

## 9. GATES FOR GUEST ARRIVAL

The gate behind Earl Hall at 117<sup>th</sup> and Broadway and the gate behind St. Paul's Chapel at 117<sup>th</sup> and Amsterdam are opened and closed at the discretion of the Columbia University Office of Public Safety; we request that these gates be opened for you but final decision is left to the Office of Public Safety. We recommend that guests be advised to enter the Columbia University campus via the main gates at 116<sup>th</sup> and Broadway.

## 10. DELIVERIES

All deliveries must be made on the day of the event within the time specified for the event in the contract. No storage space is available in either Earl Hall or St. Paul's Chapel. All vendor services, *i.e.*, caterers, musicians, florist, etc., may enter the Chapel only within the contracted time. Deliveries may not be left on the portico or Chapel walk. All equipment must be removed from the premises at the conclusion of the contracted time. **Violations may result in fines in addition to loss of Applicant's deposit. Neither the Earl Hall Center nor Columbia University is responsible for items left on the premises, lost, or stolen.**

## 11. PARKING

There is no on-campus parking. For information concerning parking in the area, call the University Parking Office at (212) 854-5508, or refer guests to the Square Parking Garage, located at 114<sup>th</sup> Street between Broadway and Amsterdam Avenue. For information, call (212) 523-1051.

## 12. COMPLIANCE WITH LOCAL LAWS AND REGULATIONS

The Applicant agrees to conform to and comply with all applicable New York City, New York State, and Federal laws and orders and regulations of Columbia University now or hereafter with respect to the use of University buildings. Specifically, the Applicant agrees to abide by the policy prohibiting smoking anywhere in Earl Hall or St. Paul's Chapel. The rooms occupied pursuant to this Contract may be occupied solely by those individuals designated by the Applicant for the private, temporary events named herewith and for no other purpose. **Misrepresentation of the event with respect to consumption of alcohol, attendance, serving of food, charging of admission, etc., will automatically result in the cancellation of the event or its immediate termination by Earl Hall Center staff as well as the forfeiture of the Applicant's deposit. The Earl Hall Center reserves the right to cancel an event which violates University policies at any time.**

## 13. BUILDING CARE AND DAMAGES

The Applicant agrees to demonstrate respect for the building and rooms of Earl Hall and St. Paul's Chapel and to restore all contracted spaces to their initial condition upon completion of the event. **Any costs resulting from damages and/or losses to said premises will first be deducted from the Applicant's deposit. If so required, any additional payment needed for repairs to damage done to the premises by the Applicant or the Applicant's participants or guests shall be paid for by the Applicant in a timely fashion.**

## 14. CLEAN UP REQUIREMENTS

Applicant is responsible for the clean up of the spaces after the completion of your event. All rooms must be returned to the original floor plan. Failure to fulfill these requirements shall result in the forfeiture of the Applicant's deposit and the levying of additional fees if necessary. IT IS ESSENTIAL THAT THE APPLICANT COMPLETE THE FOLLOWING CLEAN UP BEFORE THE END-TIME OF YOUR RESERVATION.

- Garbage must be collected, bagged, and placed in the garbage containers located in the room. Floral arrangements must be discarded to a location outside of the building.
- Chairs and table tops must be cleared of any debris and cleaned.

- All equipment, supplies, and rental furniture must be removed from the building.

**Please note that there is no storage space available on the premises of Earl Hall or St. Paul's Chapel. The Earl Hall Center is not responsible for any items left on the premises before, during or after an event. No Earl Hall or St. Paul's staff will assume responsibility for any personal belongings.**

**15. FIRE SAFETY**

The use of candles or open flames is prohibited unless previous arrangements have been made with the Office of the University Chaplain. Failure to comply with these regulations will result in the immediate termination of the event and the forfeiture of Applicant's deposit.

**16. MAXIMUM OCCUPANCY**

The legal maximum occupancy of all rooms must be strictly observed.

<u>Room</u>	<u>Capacity</u>
Guastavino Room	60 standing/ 40 seated
Choir Room	70 standing / 50 seated
Auditorium	300 standing / 240 seated
Dodge Room	40 standing / 30 seated
Schiff Room	40 standing / 20 seated
Nave (main floor)	400 seated
Postcrypt Room	30 people

Violation of the maximum occupancy of a room results in cancellation, automatic forfeiture of the Applicant's deposit and all fees, and/or the immediate termination of the event by University Security.

**17. CHANGES TO CONTRACT OR CANCELLATION**

Cancellation of, or changes to, this Contract **must** be in writing. Due to the high demand/volume of events at St. Paul's Chapel, any changes of date, cancellation, failure to appear on the agreed times, or any unauthorized departure from this agreement **will result in forfeiture of Applicant's deposit as well as the following penalties:** cancellations or changes (including, but not limited to, changes to date and/or time) in Contract postmarked or hand delivered 60 days or more prior to event will result in forfeiture of 50% of payments; cancellations or changes in Contract postmarked or hand delivered within 60 days of the event will result in forfeiture of 100% of payments. To secure an alternate arrangement after a contract change and reserve another time for the event, the Applicant must agree to pay another deposit.

In the event that the Earl Hall Center is unable to carry out any of its obligations under this Contract by reasons of accidents, strikes, labor disputes, sickness or death of key personnel, energy shortages, governmental directives, emergencies as deemed by the Office of the University Chaplain, Acts of God, or other casualty, the Earl Hall Center and Columbia University shall be excused from its obligations herewith and shall have no liability under this Contract in such a case, the Applicant's deposit and all payments to Columbia University in connection with this Contract shall be returned to the Applicant.

**18. NOTIFICATION OF CANCELLATION**

Cancellation due to account delinquency will be served in writing and will be final.

**19. INSURANCE**

The Applicant shall fully insure him/her/itself and all guests at his/her/its own expense. In addition, the Applicant shall not do or permit anything on the premises nor bring nor keep anything on the premises which will in any way increase Columbia University's rate of fire insurance or which shall conflict with the requirements of the New York Board of Underwriters or any similar body, or be in violation of any of the terms of any insurance policy carried by Columbia University.

**20. INDEMNITY**

To the full extent permitted by law the Applicant hereby agrees to indemnify, defend and hold harmless Columbia University and its trustees, officers, employees, and agents from and against any and all claims, demands, damages, judgments, costs, penalties, or liabilities (including actual attorney's fees) of any nature whatsoever resulting from or arising out of, directly or indirectly, its use of Columbia University's premises.

**21. ATTENDANCE**

The Applicant shall be in attendance on the premises throughout the period of contracted occupancy. Columbia University, its officers, agents, and employees shall have the right to enter any part of the premises at any and all times.

**22. PUBLICITY AND PROGRAM REVIEW**

The Applicant agrees to conduct any publicity campaigns for the event in a manner which conforms to the mission and ideals of the Earl Hall Center and Columbia University as interpreted by an authorized representative of the Earl Hall Center, and to immediately cease and desist from continuing any publicity campaign or promulgating any program which, in the judgment of the Earl Hall Center, does not conform to such missions and ideals. **Failure to do so will automatically result in the cancellation of the event or its immediate termination by the Office of Public Safety, as well as the forfeiture of the Applicant's deposit.**

**23. MISCELLANEOUS**

- (a) Applicant shall make no assignment or delegation of this Contract or of any of its rights or obligations hereunder except with the prior written consent of Columbia University, nor shall the Applicant suffer or permit the premises to be occupied or used by other parties not specifically authorized in writing by the Earl Hall Center.
- (b) If any term or provision of this Contract shall, to any extent, be invalid or unenforceable, the remaining provisions of this Contract shall not be affected thereby and shall be valid and be enforced to the fullest extent permitted by law.
- (c) This Contract shall be governed by and construed in accordance with the laws of the State of New York applicable to contracts made and solely to be performed in New York.
- (d) This Contract contains the entire understanding of Columbia University and Applicant relating to the subject matter hereof superseding all prior or subsequent conversations between the parties whether oral or written; and this Contract may not be altered, amended, modified, or otherwise changed, nor may any of the terms hereof be waived, except by an instrument in writing signed both by Columbia University and the Applicant.

**24. LIABILITY**

Columbia University, its trustees, officers, employees and agents shall not have any liability to Applicant, including its invited guests, or to any other party, arising out of the use of the premises or the cancellation, termination, or suspension of the event, including any direct, indirect, special, incidental or consequential damages (whether or not from strict or absolute liability or from the negligence of Columbia University.)

In no event shall any liability of Columbia University to the Applicant exceed the amount of the deposit.

**IN WITNESS WHEREOF, the parties have each executed this Contract on the dates noted below:**

BY: \_\_\_\_\_ Date

Applicant

BY: \_\_\_\_\_ Date

University Chaplain  
Director of Earl Hall Center  
Columbia University