



C. TED LICK
WILDWOOD
CONFERENCE CENTER

Founded in 1992

General Policies:

- ❖ Meeting room specifications, catering services and audiovisual equipment requirements shall be received 20 business days prior to the program date.
- ❖ No alcoholic beverages will be served to individuals under the age of 21.
- ❖ No food or beverages from outside sources may be brought into the Center. The Center's executive culinary team has exclusive, on-site catering rights.
- ❖ PA Department of Health laws prohibit removing food or beverages from the Center.

Counts

The Center shall provide a sufficient number of meals for the minimum enrollment estimate set by the Client. *The number given 5 business days prior to the first day of registration will be considered the Client's minimum guaranteed number for meals/accommodations.* Accommodation space for a greater enrollment shall be on a space available basis only and may be a reason for an adjustment in meal time, price, and/or facility location.

Due Dates For Estimated & Guaranteed Counts

- The Center requires a minimum guarantee of at least 50% of the estimated attendance set forth in the Agreement.
- An estimated count of conference/event participants is due **20 calendar days** prior to the first day of registration of the Conference/Event.
- Revised counts are due **10 business days** before the 1st day of registration.
- Adjusted counts are due in writing, **5 business days** before the 1st day of registration.
- For all catering services (including but not limited to all food and beverage service), the Client will be billed not less than the **5-day guaranteed minimum count**.
- Guarantees (final participant count) for reserved meeting space and for food and beverage service shall be received by 11 am, five (5) business days prior to Client's program. Guarantees for Saturday programs shall be received by 11 am, six (6) business days prior to Client's program.
- If a guarantee count is not received as stated above, the expected count on the signed agreement will be considered as the guarantee.
- Invoicing will reflect all participants accommodated on the day of the conference/event.

Legalities

A. Deposits

- ❖ A credit card must be on file with accounting at the signing of this contract. This will hold space for all functions booked at the Center.
- ❖ First time customers of the Conference Center must provide a cash deposit equal to 50% of the estimated budget or a credit card guarantee.
- ❖ A non-refundable deposit of **\$1000.00** is due at the signing of this contract for all events with an estimated budget of \$5,000 or more. **The deposit will be applied towards the total bill, minus any damage or replacement costs or fines.**



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B. Payment

- ❖ The Center will issue all invoices upon completion of the scheduled conference/event.
- ❖ **Payment terms are net thirty days.** The balance is to be paid in full within 30 days of the last day of the conference/event.
- ❖ A check made out to the C. Ted Lick Wildwood Conference Center is preferred. Although, Visa or Master Card will be accepted as a form of payment.

C. Late Payment

- ❖ If **payment** is not received when due, The Center will charge any remaining balance (automatically) to the Client's credit card on file. Client's signature on this Agreement constitutes authorization for such charges.
- ❖ Payments not made when due will be subject to a one-time, three percent (3%) late payment penalty.
- ❖ In the event Client's delinquent account is referred to an attorney or a collection agency, Client agrees to reimburse the Center of all fees charged by such attorney or collection agency, and all other costs of collection.

D. Liability Insurance

Client must provide the Center with proof of general liability coverage for its Conference/Event at the signing of this contract. Such coverage shall be in an amount not less than \$1,000,000, per occurrence, and shall be in a form and with an insurance carrier acceptable to Harrisburg Area Community College, and shall name Harrisburg Area Community College as an "additional insured".

E. Cancellation Policy

1. The Client may cancel this Agreement as long as the event described herein is completely canceled, and does not take place at another location within a 90 day period of the scheduled conference/event, and notification of such cancellation is made to the Center at least 60 day(s) prior to the scheduled opening date of the conference/event. Any deposits required pursuant to this Agreement, will, however, be forfeited at the time of cancellation.
2. Except as expressly set forth herein to the contrary, all cancellations by Client shall be subject to damages calculated as set forth below:
3. If cancellation occurs **31 to 60 days prior to the scheduled program then 50% of the attached estimated budget is due upon cancellation.**
4. If cancellation occurs **16 to 30 days prior to the scheduled program then 75% of the attached estimated budget is due upon cancellation.**
5. If cancellation occurs **0 to 15 days prior to the scheduled program then 100% of the attached estimated budget is due upon cancellation.**
6. The Center reserves the right to cancel and/or renegotiate all terms of this agreement if the Center shall be affected by any of the following: an act of God, terrorism, or natural disaster.

F. Pennsylvania State Sales Tax; Service Fee

All services such as facility and audio visual rental, food and beverage services including all catering provided by the Center are subject to Pennsylvania State Sales Tax in the amount of 6% and a service fee of 18%. This tax will be added to your bill unless a Pennsylvania Exemption Certificate (75#) is provided before services are rendered.

G. Exemption of Pennsylvania State Sales Tax

In order to be exempt from State Sales Tax the Client must furnish a Pennsylvania Exemption Certificate (75#); otherwise, State Sales Tax will be added to the total of all meal and equipment rentals and service charges owed by the Client to the College at the time of billing.

Special Note: The organization being billed and paying the final conference invoice must provide the exemption certificate. The check and exemption certificate must match with the same name.