

2022 Camp & Conference Contract

Student Activity Center 2100 S. Floyd St.
Louisville, KY 40208
Administrative Office: 502.852.5211



Camp/Conference Name:			
University Group/Department Affiliation:			
Authorized Representative Name:			
Authorized Representative Phone:			
Authorized Representative Email:			
Start Date of Camp/Conference:		End Date of Camp/ Conference:	
*Expected Attendance:	Groups Booking with less than 50 guests	<p>If a group has less than the required minimum of 50 attendees and wishes to book the Ville Grill, they do so with the contingency that if additional groups schedule on the same dates/mealtimes of their camp/conference we will open with no additional charges or exceptions. If, however, no additional groups are booked for the same dates and the 50-person minimum is not met, University of Louisville Dining Services reserves the right to relocate the group to an alternate location if available and to change the menu(s) accordingly or offer the group the option to pay for the shortfall to allow them to use the Ville Grill</p> <p><i>*Please note that this number cannot increase more than 20% or we cannot guarantee space for your group</i></p>	Initials of Representative

Meal Plan Periods: All meal plan reservations are for a maximum of 1 hour, unless otherwise agreed upon by both UofL Dining Services and the camp/conference representative. Please make sure to indicate what the preferred times are for your camp/conference meal period upon your initial inquiry. We will make every effort to book your preferred meal times, but reservations and time slots are on a first come first serve basis and at the discretion of UofL Dining Services.

- Breakfast Meal Period is from 7:00AM to 9:00AM and last breakfast plan period must be booked no later than 8:00AM to be concluded by 9:00AM.
- Lunch Meal Period is from 10:30AM to 2:30PM and last lunch plan period must be booked no later than 1:30PM to be concluded by 2:30PM.
- Dinner Meal Period is from 4:30PM to 7:30PM and last dinner plan period must be booked no later than 6:30PM to be concluded by 7:30PM.

WEEK	SUN	MON	TUE	WED	THUR	FRI	SAT	Initials of Representative
DATE								
Breakfast								
\$8.99 per person								
Lunch								
\$9.99 per person								
Dinner								
\$9.99 per person								

MEAL PERIODS – Please select one preferred time period from each meal type.			
Breakfast		7:00AM – 8:00AM	7:30AM – 8:30AM
Lunch		10:30AM to 11:30AM	11:00AM – 12:00PM
		12:00PM – 1:00PM	12:30PM – 1:30PM
		1:30PM - 2:30PM	
Dinner		4:30PM – 5:30PM	5:00PM – 6:00PM
		6:00PM – 7:00PM	6:30PM – 7:30PM

Contract Terms: This contract is not valid (and therefore your reservation is not confirmed) until the following items are received by UofL Dining Services:

- Signed contract with tentative guarantee (final guarantee cannot increase more than 20% or decrease more than 20% - see GUARANTEE paragraph)
- Appropriate payment information/method
 - University group a confirmed method of payment must be on file (ex. University Pro-Card or Purchase Order Number)
 - Non-University of Louisville Group a pre-payment in the amount of 50% of the estimated invoice must be received
- You have received a Catertrax invoice from our offices confirming that the above items have been completed and your reservation is approved. Contracted Reservations are on a first come first serve basis; therefore, it is in the best interest of a camp/conference to return the appropriate documentation as quickly as possible to ensure their reservation.

Guarantees: An estimated expected attendance is required upon signed contract. Changes to the expected attendance can be made (in writing or via email) up until 45 days prior to the initial start date of the camp/conference. The camp/conference's authorized representative must provide an electronic **FINAL COUNT GUARANTEE FORM** a minimum of 14 business days prior to the start of the camp/conference with the final camp/conference guarantee (which may not decrease or increase more than 20% of the estimated guarantee). This form will be emailed to the group representative 21 days prior to the camp/conferences initial visit and can also be accessed via this link <https://uofldining.wufoo.com/forms/p1woii2y0upg6n6/>

Groups will be billed based on their guaranteed number. Their guaranteed number is the number of participant bracelets they will be issued. In the event that a group exceeds the guaranteed number, they will be billed for any additional meals/services incurred in addition to their guaranteed number. Please note that should the guaranteed number of attendees increase more than 20% we may not be able to accommodate the group at our Marketplace location or the group may be asked to split their group into 2 meal periods. If available, alternative accommodations will be made at the discretion of UofL Dining Services including but not limited to an alternative menu selection and location or in some cases voiding the contract.

Meal Wrist Bands: Meal Wristbands are good for the Ville Grill only. They cannot be used at any retail locations at the Student Activity Center. Groups will be issued a wristband for each participant (based on their guaranteed number) for their entry to the Ville Grill. Participants are responsible for their bracelets and must wear them in order to gain entry. Losing a wristband is just like losing cash, all funds are forfeit and a new wristband will need to be purchased.

The authorized group leader/representative for the camp/conference is responsible for distributing the wristbands to their participants. We will have the wristbands available for pick up Monday through Friday from 9AM to 4PM by appointment with our Event Coordinator. If you will need to collect your wristbands and other information outside of this time frame prior arrangements must be made with our Event Coordinator.

The Ville Grill is open during the summer on a reservation basis only. Please be advised that due to summer scheduling there may be multiple groups in the Ville Grill at the same time. There is no reserved seating. Groups wanting to add non-camps/conference participants to their reservation must confirm prior to the final guaranteed date that there will be space available and must receive an email indicating that this option is available to their group. Groups cannot advertise either verbally or via camp website that the Ville Grill facility is open to the public or to anyone who has not purchased a meal plan for the Ville Grill. UofL Dining reserves the right to advertise to the public if the Ville Grill will be open for non-camp/conference guests as space allows.

Group Activities: Groups need to be considerate of other groups/participants and therefore cannot utilize the facility for any purposes other than meals without the express written permission of University of Louisville Dining Services. Additionally, any person/group that is found to be disrespectful to fellow patrons or staff or who are causing damage to the facility may be asked to leave without a refund.

Payment Terms & Cancellations

UNIVERSITY OF LOUISVILLE GROUPS

Groups affiliated with the University of Louisville or sponsored by the University must adhere to ALL contract terms regarding payment in order to remain in good standing with the University and with University of Louisville Dining Services. **Final Invoices shall be due immediately upon completion of camp/conference.** Final invoice will reflect all adjustments to counts and include all credits and additional charges if applicable. If paying with a Purchase Order you must indicate the PO# on the contract at the time of booking. **We will NOT reserve space for ANY group who has not submitted PO # to our offices prior to their group's event.**

30 DAYS NO FEES
15-29 DAYS 50% OF ORIGINAL EXPECTED ATTENDANCE
0-14 DAYS 75% OF ORIGINAL EXPECTED ATTENDANCE

NON-UNIVERSITY OF LOUISVILLE GROUPS

Groups not affiliated with the University of Louisville or who are not sponsored by the University must submit a pre-payment in the amount of 50% of the estimated invoice upon receipt of signed contract with an additional 25% of estimated balance due along with final guarantee 14 business days prior to the start of the camp/conference. In addition, non-affiliated groups must provide a certificate of liability insurance listing University of Louisville Dining Services as the insured. Final balance will be billed upon completion of the camp/conference and will include all credits and additional charges if applicable. **Final Invoices shall be due immediately upon completion of camp/conference.**

60 DAYS NO FEES
30-59 DAYS 50% OF ORIGINAL EXPECTED ATTENDANCE
15-29 DAYS 75% OF ORIGINAL EXPECTED ATTENDANCE
0-14 DAYS 100% OF ORIGINAL EXPECTED ATTENDANCE

AUTHORIZATION OF CONTRACT			
I have read the University of Louisville Dining Services Camps & Conference Contract and agree to the policies and payment terms. I understand that if I wish to cancel I will incur charges based on the fee schedule listed above. I also understand that it is my responsibility as a camp/conference representative to provide an accurate guaranteed attendance number to University of Louisville Dining Services no later than 10 business days prior to our first meal. Failure to do so will result in the estimated attendance number being used as my final guaranteed attendance number.			
Authorized Representative Name (PLEASE PRINT):			
Authorized Representative Signature:		Date:	