Projected numbers on confirmation reflect an estimate of charges. Actual attendance will affect all cost aspects of this event. Any changes in projected numbers received within 14 working days of event will not result in a decrease of facilities and/or service charges.

PAYMENT: In consideration of the use of the facilities at the Southern Illinois University Touch of Nature Environmental Center during the dates and for the purposes set forth above, the contact person, acting on behalf of the Organization or Group, agrees to pay Southern Illinois University the sum total balance due on the date of the event. All over-payments will be refunded.

In order to confirm this reservation a $500 non-refundable deposit must accompany the signed agreement. An additional 50% of the remaining estimated total is due 60 days prior to the event and 100% of the estimated total is due 10 working days prior to the event. The remaining balance is due within 15 working days of conclusion of the event. Once the Customer submits the $500 non-refundable deposit in any payment form, the reservation contract becomes binding regardless of whether the Customer subsequently returns a signed agreement. Failure by the Customer to return a signed agreement does not relieve the Customer of their obligations, nor does it entitle them to a refund of the non-refundable deposit or other monies submitted in consideration of their respective event or balance due. Should the University use the services of an attorney (including an in-house attorney) or a collection agency to collect the balance due, the attorney fees or collection agency fees shall be the responsibility of the customer.

INDEMNIFICATION: The client shall indemnify and hold harmless the Board of Trustees of Southern Illinois University and its employees from any claims, demands, or actions for injury or death of any person, or damage to or destruction of any property, which arises from this agreement.

MINIMUM INSURANCE REQUIREMENTS: Clients shall furnish all original Certificates of Insurance evidencing the required coverage to be in force on the date of this contract no less than three business days prior to the event, and shall maintain the required insurance for the duration of the event. Companies providing coverage must have a B+:V1 or better rating on the current edition of Best's Key Rating guide. Minimum requirements include the following:

Commercial General Liability - $1,000,000.00 per occurrence, $3,000,000.00 general aggregate (Umbrella liability insurance may be used to meet the general liability coverage limit requirements.)

Liquor Liability - When alcohol is involved, host liquor liability coverage is required. Minimum requirements are as follows: $1,000,000 per occurrence, $3,000,000.00 general aggregate.

Commercial Auto Liability - When a commercial automobile is used, commercial auto liability insurance is required. Minimum requirements as follows: Combined single limit $1,000,000.00 per occurrence, or bodily injury $1,000,000.00 per occurrence and property damage $500,000.00 per occurrence (includes owned, hired and non-owned endorsement, but does not include privately owned vehicles.)

The Board of Trustees of Southern Illinois University shall be named as additional insured for required coverages - The following wording shall appear on any Certificate of Insurance provided: “The Board of Trustees of Southern Illinois University is an additional insured for any liability arising from the activities of the Providers/Users/ and/or subcontractors performing work on behalf of the Provider.”