

The Southern Center for International Studies



Confirmation Form (Appendix A)

The following is required for confirmation of your proposed meeting or event:

1. Name and Type of event: _____

2. Date of meeting or event: _____ Time period _____ Expected attendance _____

3. Areas needed for event: Living Room____, Dining Room____, Terrace____, Other_____

4. Please state any special set-up requirements or furniture placements needed to accommodate your event.

5. Our caterers are _____ Phone # _____

At what time will they arrive? _____

(Note: unless special arrangements are made, the SCIS building will be closed until two hours prior to the arrival of guests. Please be sure to inform all caterers, florists and others involved in setting up your event.)

6. Will liquor be served? _____ (If yes, see clause #6 in Contract for information on insurance requirements.)

7. Is the user and/or organization a member of the Southern Center for International Studies?
Yes _____ No _____

Please return this **Confirmation Form** as soon as all the necessary information has been obtained and listed. Receipt of this Confirmation form is due no later than two weeks prior to the date of the event. ***Receipt of a signed Contract and signed Confirmation form will be required*** by the Southern Center before an event can be confirmed.

The individual or organization using the building is fully responsible for any damages that occur during an event and expressly agrees to defend, indemnify and hold harmless the the Southern Center for International Studies from any liability for any theft, damage or injury associated with the event.

Please make check payable to: **The Southern Center for International Studies**

A separate **Use of the Facilities Contract** is enclosed and is to be read carefully, signed and dated to signify agreement with all listed rules, obligations and requirements. *This signed contract is to be returned with the deposit.*

Final payment of the full amount(s) due is required two weeks prior to the day of the event or meeting. Once all requirements are met for use of the Southern Center building, this Confirmation form and Contract will be approved and a copy will be forwarded to the user.

Total cost: _____

Amount of Deposit due: _____

Final payment date & balance due: _____

Signed _____

Organization _____

Address _____

Phone _____

Date _____

Approved _____

Title _____

Date _____