

**INDIANA UNIVERSITY**  
**AUDITORIUM**  
**EVENT LICENSE AGREEMENT**  
**UNIVERSITY COLLECTIONS AT MCCALLA**  
**EVENT SPACES**

IU Auditorium • 1211 East Seventh Street, Bloomington, Indiana 47405-5501 • (812) 855-9528 • IUauditorium.com

**License Agreement Information**

This contract formed on DATE is by and between the Indiana University Auditorium (LICENSOR) and the person or organization listed below as "Licensee" (LICENSEE). Indiana University Auditorium serves as the authorized licensing agent for the Indiana University Collections at McCalla (VENUE).

Licensee:

Billing Address:

Contact Person:

Payment Method:

Phone:

Email:

Tax Exempt Number\*:

**Event Information**

Event Title:

Spaces Contracted:

Admission: n/a

Dates:

Setup Start Time:

Event Start Time:

Event End Time:

Curfew:

Estimated Attendance:

Caterer:

Other:

**Estimated Charges**

(1) Facility Usage, Staffing, & Equipment Fee:

(2) Additional Equipment: TBD

**Total:**

\*Unless Licensee provides tax exempt number, IN state sales tax of 7.00% is required on rent and equipment.

**Nonrefundable Deposit: \$**

(Please make checks payable to Indiana University)

**Authorization**

Signatures indicate acceptance of the attached Indiana University Venue Use Terms and Conditions.

For the Client:

For the Trustees of Indiana University:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

By (print name):

By: Maria Talbert

Title:

Title: Executive Director

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

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

Please sign and return all copies of this contract. One fully executed contract will be returned to you for your records. Please note that the University Collections at McCalla Event Space(s) is/are not secured for this event until the license agreement is fully executed and the IU Auditorium has received any applicable deposit. Please do not advertise events without a fully executed contract, unless you have received prior written permission from IU Auditorium Management. We truly look forward to helping make your event a success.

# University Collections at McCalla Event Spaces

## Facility Information

Multipurpose Room	Availability Banquet Space Meeting Space Reception Space	Business and after hours 60 seated 100 people, theatrical style seating 150 standing
Collections Lab	Availability Meeting Space Reception Space	Business and after hours (when classes not scheduled) 40, theatrical style seating 60 standing
Classroom 121	Availability Meeting Space	Business and after hours (when classes not scheduled) 20 seated
Seminar Room	Availability Meeting Space	Business and after hours (when classes not scheduled) 20 seated

## Fees and Charges

### 1. Facility Usage, Staffing, and Equipment Fee\*\*

The facility usage, staffing, and equipment fee covers the period indicated on page 1 of this agreement, where public or invited guests are entering the facility. Additional labor, third-party equipment, and taxes are not included. Events will be charged an additional 10% usage fee for each half-hour period over three (3) hours. A complete inventory of onsite equipment can be provided upon request.

Category	Flat Rate
Multipurpose Room Meeting or lecture setup (3 hours usage)	\$300
Multipurpose Room Catered and/or vendor (3 hours usage)	\$500
Classroom, per room (3 hours usage)	\$150

Facility Usage Includes:

- One (1) consultation with Event Coordinator
- Use of in-house furniture and equipment
- Guest services staffing

### 2. Additional Equipment and/or Security

If additional amplified sound or visual equipment is requested or required, IU Auditorium reserves the right to contract with a third-party vendor to ensure qualified technicians and appropriate systems and usage. If additional security measures are requested or required, IU Auditorium reserves the right to contract with authorized third-party providers to ensure the presence of qualified personnel and the implementation of appropriate safety protocols.

LICENSEE INITIALS

## Terms and Conditions of Use

### Deposit

On execution and delivery of this Agreement by Licensor to ensure the faithful performance of Licensee's obligations, Licensee shall pay a non-refundable deposit in the form of cashier's check, certified check, or KFS Internal Bill document (66-414-88, 9406), or credit card. Such deposits shall be made payable to Indiana University. The deposit shall be credited to the fees payable hereunder, additional charges, and any damages payable under this Agreement.

### Settlement

A final billing statement will be sent to Licensee within 30 calendar days. Payment is due within 30 days of receipt of the final billing statement. IU Auditorium reserves the right to assess penalties and interest on any invoiced amount not received by due date.

### Scheduling Requirements

Set-up requirements and program details must be worked out and approved by IU Auditorium Management. No changes can be made within forty-eight (48) hours of the scheduled event. If Licensee desires to modify their facility usage schedule, the schedule must be submitted in writing to the Event Coordinator so as to assure proper staffing and billing at the end of the usage period. A minimum notice of twenty-four (24) hours or, in the case of weekend events, prior to 5:00 p.m. on the Friday preceding the event, submitted in writing, is required to be given to the Event Coordinator for any additional hours scheduled. Auditorium Management reserves the right to license the facility to more than one Licensee on the same day.

### Use of Nearby Buildings and Rooms

Private events may not use rooms or public areas in the Venue that are not specifically licensed, especially during the Venue's public open hours. This includes using such spaces for setup or other event-related activities. Public access to these areas - including gallery exhibits - must remain open and unrestricted. If the Venue reaches its maximum capacity, event staff may deny further entry to ensure safety and compliance. Access to building exhibits spaces not implied in licensing of available space

### Programs Involving Children

In keeping with IU policy PS-01, Programs Involving Children, for events during which volunteers will be facilitating interactive activities for children, licensee shall ensure that volunteer contact information (i.e. phone number, address, email address, etc.) is documented, a list of volunteer names is provided to project leads and event liaisons, volunteers will be supervised by a background-checked person, volunteers sign-in and sign-out from the event and present a valid photo ID upon arrival, and volunteers are only interacting with minors in public spaces.

### Alcohol

Indiana University campuses, schools and programs may occasionally host events at which alcoholic beverages may be appropriate. The serving of alcohol requires attention to compliance with legal obligations as well as the responsibility to minimize any inherent risk arising from misuse of alcohol. The serving of food and alcoholic beverages on university property and/or in conjunction with university functions is also limited by other university policies including financial policies, environmental health and safety policies, and the Code of Student Rights, Responsibilities and Conduct. In Licensor's sole discretion, alcohol may be served by a properly licensed vendor/caterer approved by Licensor's Office of Insurance, Loss Control & Claims at select functions. If alcohol service is being provided, the vendor/caterer must carry insurance coverage, either as part of the general liability policy or a separate policy, for dram shop operations with a minimum limit of \$3,000,000. Questions regarding the service of alcohol and proper licensing should be directed to Auditorium Management.

### Catering

The Licensor staff may suggest caterers for your event; however, the Licensee will be responsible for paying all catering costs in a timely manner. All caterers in the Venue must be pre-approved by IU Auditorium Management, Indiana University INLOCC and possess all valid Indiana licenses for food service and the service of alcoholic beverages (if applicable). The caterer must carry commercial general and auto liability insurance, including a products-completed operations endorsement, with minimum limits of \$1,000,000 per occurrence / \$2,000,000 aggregate. If alcohol is being served, the caterer must also carry dram shop liability with minimum limits of \$3,000,000. Licensee must be in compliance with all other university regulations regarding food service including, but not limited to, completing the University Office of Environmental Health & Safety's Temporary Food Service application, if necessary. In addition, "The Trustees of Indiana University, its officers, agents and employees" must be named as an additional insured on the Certificate of Insurance for both Commercial General Liability and Automobile Liability coverage. The Certificate of Insurance must be submitted to Indiana University for review and approval at least fourteen (14) working days prior to the scheduled date of the event. If Licensee's vendor/caterer fails to comply with any of the requirements described in this section, the vendor/caterer will not be permitted to serve food or alcohol at the Event and Licensor shall not be responsible for any losses incurred by Licensee or Licensee's subcontractors as a result of such cancellation. There is no dedicated kitchen space available for use at the Venue. All trash and unused food must be removed by caterer. Venue will provide access to dumpster.

### Sound System

If the Licensee has contracted for audio services through another provider (band, outside company, etc.), the Licensee must contract a qualified sound operator to manage amplified sound systems. Licensor reserves the right to limit maximum sound output allowed by any sound amplification equipment for both patron and artwork safety.

### Box Office Charges

The IU Auditorium Box Office reserves the right to provide ticketing services for all public events held in the Venue.

### Pre-box Ticket Sales

IU departments or organizations must first complete a Revenue Producing Activity training before pre-box tickets may be sold by any members of the organization. Non-IU departments or organizations may only sell pre-box tickets using cash or check.

### Liability

The Licensee assumes the risk of all damage, loss, cost, and expense. Licensee, including its officers, directors, agents, employees, and affiliates, agrees to defend, indemnify and hold harmless Licensor, its successors, assigns, directors, officers, employees, agents, and any other person for whom Licensor may be legally liable ("Indemnified Parties"), from and against any and all costs, expenses (including attorney's fees), interest, losses, obligations, liabilities, or damages paid ("Losses") which may accrue to or be incurred or sustained by the Indemnified Parties, and which arise out of or are in connection with or are for the purpose of avoiding any and all claims, demands, actions, causes of action, suits, appeals, and proceedings ("Claims"), all whether groundless or not, or the settlement thereof, based on actual or alleged injuries, damages, or liability of any kind whatsoever, made or brought against the Indemnified Parties, sustained in connection with this Agreement, arising from any cause whatsoever except for gross negligence and willful misconduct of the Indemnified Parties. The Licensee further agrees to indemnify, defend and hold harmless the Indemnified Parties from and against any and all liability, damage, loss, cost, or expense which may accrue to or be sustained by Licensee, Licensee's guests, or Licensee's subcontractors on account of any cancellation by Licensor of this Agreement.

### Damage Caused by Licensee

No items may be attached to the floor, walls, or ceilings in any area of the Venue. Decoration guidelines are available to the Licensee upon request. It is agreed that should any damage be caused to the Venue spaces or equipment by Licensee, its employees, agents, representatives, invites, or guests, Licensee will be responsible for the payment of the cost of any repairs or replacement required, and it is further understood that Licensor will furnish Licensee with a detailed statement, no later than sixty (60) days following engagement, of all such damages and cost of repair, normal wear and tear excepted, provided said damage is reported to Licensee's representative and proof of responsibility is established no later than engagement date. It is further agreed and understood that the Licensee will pay on demand for any loss or damage to the Venue's equipment, or equipment belonging to professional talent brought in by the Licensee.

### Access and Aisles

IU Auditorium Management reserves the right to set, modify, or otherwise limit the capacity of the Venue to facilitate the safe use of the Venue based on guidance from university or public health officials. All crosswalks, aisles, and corridors must be kept clear in the event of an emergency. This includes all cameras and tripods, video and film equipment, production equipment, production scenery, production props, production lighting, wheelchairs, walkers, crutches, strollers, and baby carriages. All media must be authorized and must be in an authorized location or in a pre-arranged seat as provided by the Licensee. No portions of the sidewalks, entries, passages, vestibules, halls, or

stairs shall be obstructed by the Licensee, or permitted to be used for any purpose other than ingress and egress to and from the facility. The doors, stairways, or openings that reflect or admit light into any portion of the facility, including hallways, corridors, and passageways, shall in no way be obstructed by the Licensee. Exit lights, emergency lights, stairway, and hallway security lights or any other lights necessary for the safe occupation of the facility shall not be obstructed in any way. Full-time employees of IU Auditorium shall have complete and total access at all times and in all areas being licensed.

**Taxes**

Licensees with tax exempt status must provide Licensor with current and valid tax-exempt certificate. Licensee agrees to pay any applicable sales tax associated with this Agreement.

**Guest Behavior**

Auditorium Management reserves the right to eject, or cause to be ejected, from the premises, any person or persons behaving in a disruptive manner. Auditorium Management will not be liable to the Licensee for any damages that might be incurred through the exercising of this right.

**Control of Facility and Right to Enter**

In permitting the use of the Licensed Facility, Licensor does not relinquish custody and control thereof and does hereby specifically retain the right to enforce any and all appropriate laws, rules, regulations and policies applicable to said premises. Licensee shall permit Licensor to enter the Licensed Facilities at all reasonable times for the purpose of, but not limited to, inspection to ensure Licensee's compliance with the terms and conditions set forth herein or to carry out any purpose necessary, incidental or connected with the performance of any of Licensor's obligations under this Agreement.

**Security and Staffing**

The IU Auditorium Management reserves the right to set and modify security and staffing calls up to the time of event at the cost of the Licensee. All staffing requirements should be discussed and approved by IU Auditorium Management one week prior to the date of the event. The IU Auditorium management reserves the right to assign and direct all security personnel in and around the facility at all times. The provision of security services by Indiana University, if any, is not intended to be, and shall not be construed to be, a guarantee of the safety or security of the premises and/or its occupants.

**Discrimination**

It is understood that the Licensee confirms that it does not and will not discriminate and/or segregate patrons because of race, religion, color, sex, age, national origin, handicap, marital status, or sexual orientation.

**Storage**

Limited space is available for storage of Licensee equipment needed for events. Storage of items before and after scheduled rental date(s) must be preapproved and arranged in advance through Auditorium management. Indiana University is not responsible for any lost, stolen, or damaged items.

**Smoking**

It is understood that smoking (including e-cigarettes) and burning of incense is NOT PERMITTED in any interior or exterior location on the Indiana University campus. ANY INFRACTION OF SMOKING REGULATIONS CAN BE CAUSE FOR ENDING AN EVENT, CLEARING AND CLOSING THE FACILITY. INDIANA UNIVERSITY WILL NOT BE FINANCIALLY OR IN ANY OTHER RESPECT LIABLE FOR EXERCISING THIS RIGHT.

**Alcohol and Drug Use**

This contract is subject to the rules and regulations and the statutes governing the Board of Trustees of Indiana University. University regulations restrict the use of alcohol and prohibit the use of illegal drugs on University property.

**Force Majeure**

Neither Licensor nor Licensee shall be considered in breach of this Agreement for failure to perform if such failure is caused by national or local calamity, acts of terrorism, the act or regulation of any public authority, labor difficulty or strike, war, epidemic, pandemic, fire, storm, inclement weather or other act of God, or any other cause beyond the reasonable control of the non-performing party that renders that party's performance impossible.

**Remedies**

In the event that Licensee fails to appear, perform, and/or present, or defaults in performance of the provisions of this contract for reasons other than those stated in other sections of this agreement, the Licensor shall be entitled to all payments due as if the agreement had been fulfilled. Licensee's violation of any term(s) of this Agreement may result in cancellation or termination during the course of the Event of this Agreement by Licensor and/or loss of future facility use opportunities. Any damages Licensee may receive as a result of such cancellation or termination shall be limited solely to Licensee's Event deposit and/or any licensing fee that has been paid.

**Complete Agreement & Severability**

This Agreement constitutes the entire agreement between the Parties and replaces any and all prior written and oral agreements between the Parties with respect to the subject matter hereof. It is understood that any modifications, additions, or deletions must be in written form signed by both Parties as an addendum to this Agreement. Should any part of this Agreement be rendered or declared invalid by a court of competent jurisdiction, such invalidation of a part or portion of this Agreement should not invalidate the remaining portions thereof, and they shall remain in full force and effect.

**Choice of Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana, and any action or legal proceeding related to this Agreement shall be litigated exclusively in a state court in Monroe County, Indiana.

**Other Terms and Conditions**

A. Licensee hereby represents and warrants to Licensor that Licensee has the right, power, legal capacity and authority to enter into and perform its obligations under this Agreement, and its execution of this Agreement has been duly authorized.

B. Licensee and its subcontractors, if any, shall have no authority, express or implied, to act on behalf of or bind Licensor in any capacity whatsoever as agents or otherwise.

C. No right or duty, in whole or in part, of the Licensee under this Agreement may be assigned or delegated.

D. Nothing in this Agreement shall operate to confer on, or vest in the Licensee any title, interest or estate in the premises.

E. It is Licensee's sole responsibility to execute contract with and directly pay Licensor approved third-party vendors (caterer, musicians, or other service provider) providing services for the Event, except for security, event management, and guest services staffing. Licensee shall provide Licensor with a copy of any contracts that Licensee enters with such third-party vendors. Licensee agrees to provide all third-party vendors with a copy of this Agreement and will ensure that all third-party vendors comply with the terms and conditions of this Agreement.

LICENSEE INITIALS