

Wedding Reservation Application

Your Name: _____ Today's Date: _____
 Your Phone: _____ Your Email: _____
 Your Affiliation with Ferrum College: Ferrum Employee Ferrum Student Ferrum Alumni None

Spouse-to-be #1 Name: _____ Spouse-to-be #2 Name: _____
 Proposed Ceremony Date: _____ Ceremony Start Time: _____
 Proposed Rehearsal Date: _____ Rehearsal Start Time: _____
 Estimated Attendance: _____
 Do you plan on serving alcohol during your wedding? No Yes
 Do you plan on having outside vendors provide other services during your wedding? No Yes
 Do you plan on having your rehearsal dinner at Ferrum College? No Yes

Wedding Package Fees¹

Effective for weddings booked through December 31, 2022.
 Ferrum College Affiliates receive special discounted rates.

	<i>Monday-Thursday Standard Rate</i>	<i>Monday-Thursday Ferrum Affiliate Rate</i>	<i>Friday-Sunday Standard Rate</i>	<i>Friday-Sunday Ferrum Affiliate Rate</i>	<i>Preferred Location (check one):</i>
Step #1: Choose your ceremony location					
Vaughn Chapel Sanctuary	\$799	\$640	\$999	\$799	
Hart Plaza	\$799	\$640	\$999	\$799	
Step #2: Choose your reception location (Food and Beverage not included)					
Blue Ridge Mountain Room	INCLUDED				
Vaughn Chapel Patio					
Franklin Hall Patio					
Panther's Den					
Step #3: Rehearsal Dinner add-on – Choose a common rehearsal dinner location to complete your preparations. (Food and Beverage not included) <i>Check Here to Decline</i> <input type="checkbox"/>					
Proposed Date: _____		Proposed Start Time: _____			
Blue Ridge Mountain Room	Add \$400	Add \$320	Add \$500	Add \$400	
Vaughn Chapel Patio	Add \$200	Add \$160	Add \$300	Add \$240	
Franklin Hall Patio	Add \$200	Add \$160	Add \$300	Add \$240	
Panther's Den	Add \$300	Add \$240	Add \$400	Add \$320	
Virginia Room	Add \$200	Add \$160	Add \$300	Add \$240	
TOTAL:					
Desired location not listed above? Please specify and await cost information.					

¹By Virginia State Law, all billing is subject to applicable sales tax[es] unless a tax exemption certificate is submitted to the Office of Conferences and Events prior to your wedding.

All Wedding Packages Include:

- One (1) ceremony space
- One (1) reception space
- Two (2) spaces for the bridal party to prepare with restrooms located near each one (exact spaces will be based on location of the ceremony and availability)
- Exclusive use of reserved space[s] on wedding date as follows
 - Monday through Thursday weddings: 4:00pm-11:00pm
 - Friday through Sunday weddings: up to twelve (12) consecutive hours from the arrival of the first wedding participant. However, all wedding festivities and cleanup must be completed no later than 11:00pm.
- Two (2) planning meetings (virtual or in-person on campus) with a Conferences and Events' staff member prior to wedding
- One (1) hour rehearsal time in ceremony space prior to the wedding (date/time based on availability)
- Use of audio/visual equipment already in reserved space[s]
- If ceremony is outdoors, use and setup of chairs for one hundred (100) people in ceremony space
- Use and setup of tables with white table clothes and chairs for up to one hundred (100) people in reception space
- Use and setup of two (2) tables with white table clothes for a gift table and guest book table in reception space
- Conferences and Events' staff member on site for the full rental period
- Use of paved available parking lot[s] for guests
- Where available, handicap accessible facilities and parking. Please note, due to the historical nature of the Ferrum College Campus, all spaces are not set up to accommodate all handicap needs.
- Complimentary WIFI in all campus buildings
- All indoor wedding spaces are climate controlled

Optional Rehearsal Dinner Add-on Includes:

- All of above-mentioned Wedding Package inclusions, plus...
- Exclusive use of reserved rehearsal space for two (2) consecutive hours
- Use and setup of tables with white table clothes and chairs for up to thirty-five (35) people

This document defines the policies, terms, and conditions under which Ferrum College, through the lead of the Office of Conferences and Events, and "Your Name" (as listed above), agree (after due review, approval and confirmation) to the "Your Name" (as listed above) use of Ferrum College's specified facilities on the ceremony date listed above. During the ongoing implications of the COVID-19 pandemic, weddings are planned and scheduled with good faith under the current/prevaling national, state, local and college issued guidelines. However, due to the ever-changing situation it may become necessary for either Ferrum College or the customer to alter, postpone or cancel plans on short notice.

Wedding Agreement Terms

This Facilities and Services Agreement herein call "Agreement" is made and entered into between Ferrum College herein called "Institution" and "Your Name" (as listed above), herein called Off-Campus Group ("OCG").

1. **THE EVENT.** This Agreement is for the use of requested facilities, pending availability and approval from the Office of Conferences and Events. The period of use will be on the approved wedding day during normal hours of operation as outlined in this document.
2. **PAYMENT.** In consideration for the above-mentioned facilities / below-mentioned services described herein, the OCG agrees to pay Ferrum College the applicable sum based on approved facility[s] as outlined in this Wedding Reservation Application for the room charges, and applicable catering costs. All checks should be made payable to:

Ferrum College and remitted to: Ferrum College, Attn: Office of Conferences and Events, P.O. Box 1000, Ferrum, VA 24088.

2.1. Application Deposit.

2.1.1. A deposit, in the amount of \$400.00 is required to confirm this reservation. Of this amount, \$250.00 is extensive cleaning / damage deposit. If the Event has left the premises in an undamaged and acceptable state, this amount will be applied to the final bill.

2.1.2. Only those reservations for which deposits have been received will be guaranteed.

2.2. Cancellation.

2.2.1. Reservation deposits, during the ongoing COVID-19 pandemic, may be refunded in the event of cancellation by an OCG on the following basis:

2.2.1.1. When notice is received earlier than thirty-one (31) days prior to the reserved date(s), one hundred percent (100%) of the deposit will be refunded.

2.2.1.2. When notice is received sixteen (16) to thirty (30) days prior to the reserved date, fifty percent (50%) of the deposit will be refunded.

2.2.1.3. When notice is received fifteen (15) days or less prior to the reserved date, no refund will be made.

2.2.1.4. Should FERRUM COLLEGE change the campus schedule so that it prohibits the wedding from occurring, one hundred percent (100%) of the deposit for the wedding will be refunded to the OCG.

2.3. Full Payment is due ten (10) working days before the day of the event. Any additional charges incurred during the Event beyond the scope of the written estimate of costs will be billed immediately following the Event and are payable within fifteen (15) calendar days after the Event.

2.4. Wedding Package Inclusions.

2.4.1. One (1) ceremony space.

2.4.2. One (1) reception space.

2.4.3. Exclusive use of reserved space[s] on the wedding date as follows.

2.4.3.1. Monday through Thursday: weddings 4:00pm-11:00pm

2.4.3.2. Friday through Sunday weddings: up to twelve (12) consecutive hours from the arrival of the first wedding participant. However, all wedding festivities and cleanup must be completed no later than 11:00pm.

2.4.4. Two (2) planning meetings (virtual or in-person on campus) with a Conferences and Event's staff member prior to wedding. Please schedule by contacting our office.

2.4.5. One (1) hour rehearsal time in ceremony space prior to the wedding (date/time based on availability).

2.4.6. Two (2) spaces for bridal party to prepare, restrooms located near each (spaces based on location of ceremony and availability).

2.4.7. Use of audio/visual equipment already in reserved space[s].

2.4.8. If ceremony is outdoors, use and setup of chairs for one hundred (100) people at ceremony space. Additional chairs available for use at a rate of \$2.50 per chair.

2.4.9. Use and setup of tables with white table clothes and chairs for up to one hundred (100) people in reception space. Additional chairs available for use at a rate of \$2.50 per chair. Alternate color table clothes, chair covers, etc. available for an additional fee.

2.4.10. Use and setup of two (2) tables with white table clothes for gift table and guest book table in reception space. Additional tables and alternate color table clothes, chair covers, etc. available for an additional fee.

2.4.11. Conferences and Events' staff member on site for the full rental period.

2.4.12. Use of paved parking lot for guests.

2.4.13. Where available, handicap accessible facilities and parking. Please note, all locations are not setup to accommodate handicap needs.

2.4.14. Complimentary WIFI in all campus buildings.

- 2.4.15. All indoor wedding spaces are climate controlled.
 - 2.4.16. Vaughn Chapel is the designated alternate location in case of inclement weather for all outdoor weddings.
 - 2.4.17. Use of grand piano, on “as is” condition (only applicable for Vaughn Chapel and BRMR).
 - 2.5. Optional Rehearsal Dinner Option Inclusions.
 - 2.5.1. All of the above-mentioned Wedding Packages Inclusions.
 - 2.5.2. Exclusive use of reserved rehearsal space for two (2) hours.
 - 2.5.3. Use and setup of tables with white table clothes and chairs for up to thirty-five (35) people. Additional tables/chairs and alternate color table clothes, chair covers, etc. available for an additional fee.
3. SERVICES. Routine services include use of facilities on an “as is” basis.
- 3.1. The Institution can provide wireless access via the FCWIFI network to the Internet to OCG, using, provided that the OCG will adhere to the Institution’s Acceptable Use Policy (AUP). If the OCG cannot adhere to the institution’s AUP, the privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed.
 - 3.2. Should the OCG desire, Ferrum College can provide sanitization services during the event for a fee. Contact the Office of Conferences & Events for more information.
 - 3.3. Should the OCG desire, Ferrum College can provide audio equipment for outdoor ceremonies for an additional charge of two-hundred dollars (\$200).
4. FACILITY RULES. OCG is required to adhere to all Institutional policies, regulations, guidelines and all local, state and federal laws concerning health, safety and public order.
- 4.1. The OCG, guests and vendors must vacate the premises no later than 11:00pm.
 - 4.2. For catering requests, please contact the Catering Manager at 540.365.6927 for pricing and menu selection. Outside food and beverage is not permitted unless dining services and the catering office are closed or are unable to service the Event. In that case, a waiver must be obtained from Dining Services authorizing outside food and beverages.
 - 4.3. Certain alcoholic beverages are permitted on campus for special events. However, prior approval, licensing and additional fees may be applicable. Please contact the Catering Manager at 540.365.6927 for more details.
 - 4.4. All Institutional buildings are non-smoking. Please utilize designated outdoor spaces for smoking.
 - 4.5. The use of confetti, fireworks (including sparklers) and the throwing of non-biodegradable flowers is prohibited both indoors and outdoors.
 - 4.6. The OCG should be present during the Event, and is responsible for the conduct of attendees, the enforcement of Institutional policies, and the protection of Institutional facilities and property.
 - 4.7. The OCG is responsible and will reimburse the Institution for any damages or losses before, during and after the event. For events requiring any services that the Institution is not / unable to offer, please coordinate with the Office of Conferences and Events. Facilities used for the Event must be brought back to initial state prior to vacating the premises.
 - 4.8. The OCG will abide by Virginia law, Federal law and Ferrum College regulations regarding intoxicants, narcotics, alcohol, tobacco and drugs.
 - 4.9. Parking in any fire lane is not allowed.
 - 4.10. Tampering with the fire system or firefighting equipment is not allowed.
 - 4.11. The use of nails, staples, adhesives and tape is prohibited at all times.
 - 4.12. The OCG shall not run wires, move ceiling tiles, or hang any items from the drop ceilings without approval from the Office of Conferences and Events.
 - 4.13. The OCG may not dig, hammer stakes, etc. without Institution’s written permission. Any damage caused by the OCG will be the OCG’s responsibility.
 - 4.14. The OCG is responsible to maintain applicable state, local, and Ferrum College issued guidelines related to event safety during the ongoing COVID-19 situation.

5. **EVENTS WITH MINORS AS ATTENDEES.** Any OCG having participants or participant dependents under the age of eighteen (18) must provide adequate adult supervision at all times during the OCG scheduled dates on campus.
6. **NOTICE.** OCG agrees to provide timely notice to Institution of any occurrence of personal injury, death, or property loss, damage or destruction arising from the conduct of the event and agrees to make reasonable efforts to mitigate same.
 - 6.1. Ferrum College agrees to provide timely notice to the OCG concerning applicable changes to the campus schedule based on the evolving circumstances surrounding the COVID-19 pandemic.
 - 6.1.1. Should applicable guidelines and / or regulations prohibit the wedding from being hosted at Ferrum College timely notice will be issued to the OCG. Under which circumstances this Agreement will be terminated and any deposit will be refunded as specified in Section 2.2 of this Agreement.
7. **WAIVER OF LIABILITY.** The Institution, including its governing board, trustees, directors, officers, employees, and any Participants, agents or volunteers acting at Institution's direction (collectively referred to as "Releasees") shall not be liable or responsible in any way for, and against the Institution with respect to or arising out of, any death or any injury that may be suffered or sustained by OCG or any employee, invitee, guest, or agent of OCG or any other person as a result of any OCG's actions or inactions, directly or indirectly, or any loss or damage or injury to or theft or loss of any property belonging to OCG or any employee, invitee, guest, or agent of OCG on Institution property including but not limited to any property placed by OCG in or about Institution buildings, properties or facilities. The provisions of this paragraph shall survive the termination of this Agreement with respect to any damage, injury, illness, or death occurring prior to such termination of this Agreement.
8. **INDEMNIFICATION.** Each party shall, to the fullest extent permitted by law, defend, hold harmless and indemnify the other party and its affiliates, trustees, directors, officers, members, partners, principals, employees and agents against any and all claims, demands, causes of action or damages, including attorneys' fees (collectively, "Claims"), arising out of or relating to any of the obligations undertaken in connection with this Agreement, including but not limited to (i) any breach of this Agreement; (ii) any actual or alleged injury or death to a person and / or loss of or damage to property caused directly or indirectly, wholly or in part by a party, its officers, directors, trustees, agents, contractors, employees or representatives; and (iii) any Claims arising out of OCG's failure to comply with Section 4. or 5. of this Agreement. This indemnity does not apply to any Claims arising from the gross negligence or intentional misconduct of the Indemnified Party. If OCG requires its participants to sign a hold harmless and / or an indemnification agreement, such agreement shall release Ferrum College in the same manner as OCG. The provisions of this paragraph shall survive the termination of this Agreement with respect to any indemnifiable actions occurring prior to such termination of this Agreement.
9. **INSURANCE.** OCG shall provide a certificate of insurance for the coverages listed in the paragraph below no less than thirty (30) days before the event. The Institution should appear as an additional insured on all policies of insurance except for any required auto and workers compensation insurance. The certificate of insurance shall also indicate that there is no applicable cross suits liability exclusion (allows an insured to sue another insured). OCG and its insurers agree to waive their right of subrogation against the Institution for any general liability, auto liability and workers compensation claims made against OCG's policies. All such insurance should not include any restrictions or governmental immunities built into the insurance coverage and policies.
 - 9.1. **Limits of Insurance:** OCG shall provide evidence of
 - 9.1.1. Commercial General Liability (CGL) insurance or OCG's Liability Insurance (TULIP or Special Events) of an amount of not less than \$1 million per occurrence.
 - 9.1.2. Any OCG serving liquor on campus shall provide evidence of Liquor Liability insurance of an amount of not less than \$2 million per occurrence / \$2 million in the aggregate. Coverage endorsed onto the General Liability policy is acceptable.

9.1.3. If the OCG is unable to provide proper evidence of the required insurances, please visit <https://securerespecialeventinsurance.com/EIIA> for purchase options of a TULIP policy through the EIIA Special Events Program.

10. TERMINATION. If, through any cause, OCG fails to fulfill in a timely and proper manner any of OCG's obligations under this Agreement, Institution has the unilateral right to terminate this agreement and not permit OCG to utilize Institution's premises or services for the reasons described above by giving written notice to OCG of such termination. In the event of such cancellation, the contract is null and void and Institution shall be discharged from any obligations to OCG. If Institution cancels this Agreement under the terms of this Section, OCG is obligated to immediately pay the full amount of this contract to Institution.

10.1. Force Majeure – In the event that Institution buildings, property or facilities shall be destroyed or substantially damaged by fire or other casualty, pandemic, or in the event other circumstances render the fulfillment of this agreement impractical or impossible, OCG shall be obligated to pay the fees herein above stipulated only for those services, activities and events which shall have occurred prior to said casualty, pandemic, or circumstances. OCG hereby waives any claim for damages or compensation resulting from fire, casualty, pandemic, or other circumstances causing curtailment of this Agreement.

11. ENTIRE AGREEMENT. This Agreement contains all the terms and conditions agreed upon by the parties hereto regarding the subject matter of this Agreement. Any prior agreements, promises, negotiations or representations, either oral or written, relating to the subject matter of this Agreement not expressly set forth in this Agreement are of no force or effect. No changes, amendments, or alterations shall be effective unless agreed to in writing by both parties. The invalidity or non-enforceability of any terms or provisions hereof shall in no way affect the validity or enforceability of any other term or provision.

12. INVALIDITY OR NON-ENFORCEABILITY. The invalidity or non-enforceability of any terms or provisions hereof shall in no way affect the validity or enforceability of any other term or provision.

13. CHOICE OF LAW. This Agreement shall be interpreted in accordance with the laws of the Commonwealth of Virginia. Unless waived by both parties, venue for any action to enforce or interpret the provisions of this Agreement shall be in Franklin County, Virginia.

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Wedding Agreement Authorization

Signature of OCG or Authorized Representative

Date

Printed Name of OCG or Authorized Representative

MAILED APPLICATIONS AND DEPOSITS BY CHECK

Please send signed Wedding Reservation Application Form along with applicable deposit to:

Ferrum College
Attn: Office of Conferences and Events
P.O Box 1000
Ferrum, VA 24088

DIGITAL APPLICATIONS AND ELECTRONIC DEPOSITS

Please send signed Wedding Reservation Application Form to: events@ferrum.edu

Once processed, you will receive a link in your email to pay the deposit via the card of your choice.

Receiving Information (For Office Use Only):

Date Received

Received by

Confirmation Date

Confirmed by

Deposit Method: Cash Check Credit

Approval Signature of Manager of Auxiliary Services

Approval Date

COVID-19 RELEASE AGREEMENT

OCG Consent:

In exchange for being permitted to enter the premises of FERRUM COLLEGE (the "Business"), located on the campus of FERRUM COLLEGE (the "Premises") to Your Wedding (the "Activity"), [Your Name Here] _____ (the "OCG") agrees to the following as described in this contract.

OCG agrees to instructions and requirements

The OCG and all Activity attendees will follow all instructions of the Business while on the Premises.

The OCG and all Activity attendees agree not to enter the Premises if they are experiencing symptoms of COVID-19 such as cough, shortness of breath, or fever, have a confirmed or suspected case of COVID-19, or have come in contact in the last 14 days with a person who has been confirmed or suspected of having COVID-19.

OCG assumes the risk

The OCG is aware of the highly contagious nature of COVID-19 and the risk that I may be exposed to or contract COVID-19 by being on the Premises and engaging in the Activity.

The OCG acknowledges that all Activity attendees are voluntarily entering the Premises to engage in the Activity with knowledge of the danger involved. The OCG hereby agrees to accept and assume all risks of personal injury, illness, disability, or death related to COVID-19, arising from my being on the Premises or engaging in the Activity, whether caused by negligence of the Business or otherwise.

OCG releases seller from liability

The OCG hereby expressly waive and release any and all claims, now known or hereafter known, against the Business and its owners, employees, affiliates, and officers, on account of injury, illness, disability, or death arising out of or attributable to my being on the Premises or engaging in the Activity and being exposed to or contracting COVID-19, whether arising out of the negligence of the Business, its owners, employees, affiliates, officers, or otherwise.

 Signature of OCG or Authorized Representative

 Date

 Printed Name of OCG or Authorized Representative

Receiving Information (For Office Use Only):	
_____ Date Received	_____ Received by
_____ Signature of Manager of Auxiliary Services	_____ Date