

CELEBRATION *Reservation/Agreement*

Mills College Events Office 5000 MacArthur Boulevard, Oakland, CA 94613 (510) 430-2145

TYPE OF CELEBRATION: Wedding Christening Bar Mitzvah Bat Mitzvah
 Recital Anniversary Memorial Service

CELEBRATION DATE: _____ **TIME:** From _____ to _____ (Two hour block)

*Please Note: Saturday or Sunday Ceremonies ONLY 2 Hour Time Block Must
Include Set-up, Ceremony, Break down, and Clean Up*

REHEARSAL DATE: _____ **TIME:** From _____ to _____ (One hour block)

Please Note: Friday Rehearsals ONLY, No Rehearsals on Saturday, Sunday or other Weekdays

CONTACT PERSON OR BRIDE (If applicable): _____

ADDRESS: Street _____
City _____ State _____ Zip _____

TELEPHONE: Home (INCLUDE AREA CODE) _____ Work (INCLUDE AREA CODE) _____

GROOM (If applicable): _____

ADDRESS: Street _____
City _____ State _____ Zip _____

TELEPHONE: Home (INCLUDE AREA CODE) _____ Work (INCLUDE AREA CODE) _____

NUMBER OF GUESTS: _____

WILL YOU NEED THE DRESSING ROOM? Yes No

While using our lovely Mills Chapel, please do not smoke or consume alcoholic beverages.

IS YOUR RECEPTION GOING TO BE HELD AT MILLS COLLEGE? Yes No

INDEMNITY AND DAMAGES

All participants shall be under the supervision and control of the Licensee. Licensee shall be liable for all damages resulting from Licensee's or any Participants' utilization of the Property provided by Mills College. Licensee shall reimburse Mills for all damages to the Property resulting from the use of the Property by Licensee and/or its Participants. In addition, the terms and conditions of this Agreement do not require Mills to relinquish its control of its Property to Licensee. Mills retains the right to require Licensee, or any of its Participants, to leave the Property if Mills feels the circumstances require it. Mills assumes no responsibility for loss or theft of personal property, or damage to personal property of Licensee or any of its Participants. Licensee shall indemnify, defend and hold harmless Mills, its officers and employees of Licensee or its agents, arising out of activities conducted by Licensee or its guests on or in the Property or unavoidable happenings: war, riot, disaster, or act of God. Mills assumes no liability whatsoever for any property placed by Licensee on or in Mills Property. It is mutually agreed that (Licensee) signature on this document agrees to hold Mills College, a California non-profit corporation, harmless from all claims, damages, losses, and expenses; including but not limited to attorney's fees, arising out of or resulting from the use of the facilities. The signature indicates that the Licensee has read and understands this Agreement. Questions or concerns regarding the Chapel should be directed to the Mills College Events Office at (510) 430-2145 and not the Director of Spiritual Life. Please make checks payable to "Mills College Events".

SIGNED: _____

To receive confirmation of the above celebration and rehearsal dates and times, please return this form along with your payment to "Mills College Events". Payment of entire fee is required to hold your reservation. Mills College Events Office will give a complete refund for BOTH rental fee and security deposit fee when given MORE than one year's notice in writing. ONLY the security deposit fee will be returned if the College Events Office is given LESS than one year's notice in writing.

OFFICE USE ONLY: Amt. Recv'd _____ Rec'd By _____ Date _____

Check # _____ Check or Cash issued by _____