

# 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 /Performance  Anniversary  Memorial Service

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

*Saturday or Sunday Ceremonies ONLY 02 j our Time dlock o ust'kpenwf g'ugv'wr.'egt go qp{.'dt gcmf qy p.'cpf 'erpc'wr''*

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

*Friday t ehearsals ONLY, No t ehearsals on Saturday, Sunday or other y ggnf c{u'y kj qw'r t kqt 'c r r t qxc r 0''*

**CONTACT PERSON OR 'URQWUG'3 (If applicable):** \_\_\_\_\_

**ADDRESS: Street** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**TELEPHONE: Home/Cell (INCLUDE AREA CODE)** \_\_\_\_\_ **Work (INCLUDE AREA CODE)** \_\_\_\_\_

**URQWUG'4 (If applicable):** \_\_\_\_\_

**ADDRESS: Street** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**TELEPHONE: Home/Cell (INCLUDE AREA CODE)** \_\_\_\_\_ **Work (INCLUDE AREA CODE)** \_\_\_\_\_

**NUMBER OF GUESTS:** \_\_\_\_\_

**WILL YOU NEED THE DRESSING ROOM?**  Yes  No

*While using v j g Mills Chapel, please do not smoke 'qt 'xcr g'y kj kp '52 'l ggv'qh'lj g'dwvf kpi 0Hqqf "cpf 'd g xgt ci g ct g'p qv'r gto kwgf 'k puf g 0'*

**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"

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

To receive confirmation of the above celebration and rehearsal dates and times, please return this form along with your deposit payment to "Mills College". Payment of security deposit is required to hold your reservation. Rental fee is required 30 days prior to the event (or rehearsal). Full refund of paid security deposit fee and rental fee when given MORE than 90 days written notice from event (or date of rehearsal).

**OFFICE USE ONLY: Amt. Recv'd** \_\_\_\_\_ **Rec'd By** \_\_\_\_\_ **Date** \_\_\_\_\_

**Check #** \_\_\_\_\_ **Check or Cash issued by** \_\_\_\_\_