The “FOUNDATION CENTER” is perfect for your next event

- Receptions
- Reunions
- Meetings
- Weddings
- Outside Events
- Dances
- Holiday Parties
- And much more

The “FOUNDATION CENTER” located at 540 N. Commercial St, Harrisburg across from Ponderosa on Hwy 45 can accommodate multiple events for individual needs. To reserve space for your special date call TODAY!

Call Beth Wilson at 618-841-1707 or email a request to foundationcenter@sic.edu

<table>
<thead>
<tr>
<th>ROOM</th>
<th>CAPACITY</th>
<th>WEEKDAY RATES*</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Falcon Foyer</td>
<td>300 seating</td>
<td>$375.00</td>
</tr>
<tr>
<td>The Pyramid Room</td>
<td>75 seating</td>
<td>$175.00</td>
</tr>
<tr>
<td>The Talon Room</td>
<td>20 seating</td>
<td>$100.00</td>
</tr>
<tr>
<td>The Bank of Marion Boardroom</td>
<td>20 seating</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ROOM</th>
<th>CAPACITY</th>
<th>WEEKEND SINGLE</th>
<th>FRI &amp; SAT DOUBLE RATES*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Set up early Saturday morning)</td>
<td>(Set up on Friday after 5:00 p.m.)</td>
</tr>
<tr>
<td>The Falcon Foyer</td>
<td>300 seating</td>
<td>$450.00</td>
<td>$600.00 (Best Deal)</td>
</tr>
<tr>
<td>The Pyramid Room</td>
<td>75 seating</td>
<td>$175.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>The Talon Room</td>
<td>20 seating</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>The Bank of Marion Boardroom</td>
<td>20 seating</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

*Rates are all inclusive of services and amenities

Reservation of space requires a non-refundable deposit
The Foundation Center hereby grants the User solely for the purpose of __________________ use of the public areas of the Foundation Center located at 540 North Commercial, Harrisburg, Illinois on this date ______________. Tables, chairs, dishes, tableware, linens, service equipment, sound equipment and other items of personal property (collectively the “Equipment”) required by User in connection with its use of the Foundation Center are sole responsibility of the User at its sole cost. The equipment may not be delivered or placed anywhere within the Foundation Center building prior to 24 hours of the date of the Event, and shall be removed prior to 1:30 a.m. the following day. Placement must not interfere with the normal operations of the office center occupants. No event shall begin prior to 6:00 p.m. weekdays without the written consent of the Foundation Center. The Foundation Center building and surrounding grounds (collectively the Foundation Center Property”) shall, upon completion of the Event, be cleaned and restored by User to the same condition as immediately prior to the commencement of the Event. All trash debris shall be removed by User from the Foundation Center Property.

**Catering and Alcoholic Beverage Services.**

All food and beverages served upon the License Space shall be furnished or dispensed by such caterers in possession of a current food handler’s license and caterers liquor license. All users, caterers, lessees, must furnish proof of insurance on current Acord forms, minimum acceptable limits are as follows:

- **General Liability, Occurrence based.**
  - Each Occurrence-$1,000,000
  - Damaged to Rental-$250,000
  - Medical Exp.-$15,000
  - Personal & Adv Injury-$1,000,000
  - General Aggregate-$2,000,000
  - Products –Comp/OP Agg-$2,000,000

- **Automobile Liability**
  - Any Auto preferred
  - All Autos/Hire Autos/Non-owned Autos is acceptable
  - Combined Single Limit-$750,000
  - Bodily Injury-per person-$250,000
  - Bodily Injury per accident-$250,000

- **Excess/Umbrella Liability**
  - Occurrence based.
  - Each Occurrence-$1,000,000
  - Aggregate-$2,000,000

- **Worker’s Compensation/Employer’s Liability**
  - Statutory Limits for IL.
  - E.L. Each Accident-$500,000
  - E.L. Disease-Each Employee-$500,000
  - E.L. Disease-Policy Limit-$500,000

- **Liquor Liability**
  - Claims Made/Occurrence Bases-$1,000,000
  - No Impairment to Limits

**Additional Insured-SIC-SIC Foundation**

**Cancellations- 30 days**

**Certificate Holder-SIC Foundation**

**Said Caterer and user are subject to the following terms and conditions:**

- User may not subcontract or assign any rights or use of the Foundation Center herein granted to
any other person, business or organization without the express written consent of the Southeastern Illinois College Foundation (SICF).

• Caterer and the User shall not alter or decorate the facilities and the premises of the Foundation Center Property without prior written consent of the SICF.

• Only licensed and insured Caterers and their licensed employees may dispense alcoholic beverages. The Foundation Center does not assume any responsibility or liability connected with the consumption of alcohol by User or User’s guests. Caterers and purveyors of liquor liability Insurance must be in amounts identical with the comprehensive liability insurance described above and also the name the Interested Entities as additional insured's.

• Certificates of Insurance and a copy of the current Illinois Alcohol Beverage Commission license from the Caterer must be on file with the Foundation Center prior to any function.

• In order to assure health and safety, and compliance with alcoholic beverage laws, no donated food or beverage, no food or beverage from the User or its guests may be brought onto the License Space.

• User or its guests are not permitted to bring any alcoholic beverages outside the License Space.

• All permits, taxes or other costs imposed or incurred in connection with the Event, including applicable permits and licenses, shall be borne exclusively by the Caterer and the User, and the Caterer and the User shall indemnify and hold the Caterer and the Foundation Center harmless from any liability arising there from and against any and all claims and demands against any and all loss, damage, expense, liabilities, and causes of action, and all cost of litigation (including attorneys costs in any way arising out of the use and occupancy by the Foundation Center Property or resulting from injury or death or damage to property, including, without limitation and property of the User, its agents, employees and whether occurring on the Foundation Center Property or on the sidewalks, street, alleys, or public ways. The User shall keep in effect, at its sole expense, comprehensive general liability insurance with an Insurer approved by the Caterer, with limits aforementioned and acceptable to the Foundation Center, Caterer, naming the Interested Entities as additional insured.

• Proof of such insurance shall be furnished to the Foundation Center prior to the event, as provided herein.

• Excess event food, drink and alcohol must be removed from the Foundation Center at the conclusion of each event. Each event caterer is responsible to ensure the removal of items. No storage is available. Foundation Center staff may not remove any excess food, drink or alcohol items.

• Event items (e.g. decorations, auction items, etc.) may not be brought into the Foundation Center prior to 24 hours of an event without the express permission of the Foundation Center staff. The Foundation Center is not responsible for the loss or damage of any items brought into the Center.

• No alterations of the interior space of the Foundation Center is allowed (e.g. attaching signs, streamers, etc. to painted surfaces, covering of light fixtures, moving of Center vending or signage equipment)." A $100 damage fee will be charged for any violation of this policy. Temporary signage may be attached to window glass but should be removed at the conclusion of the event.

• Alcohol must be secured within the locked Foundation bar area unless personally under supervision by the purveyor of spirits who holds the liquor license. No alcohol may be left unattended in the Foundation Center.

• No tables, decorations, stages, etc. may be positioned in front of doors. Businesses must have access to their offices at all times.

**Limitation of Liability**

The User agrees that Caterer and the Foundation Center shall not be liable, whether on contract, warranty, tort or otherwise to User, through or under the User, or by a claim directly from the user, for any damage or expense, whether consequential, incidental, direct or indirect, punitive, special or general arising from a lists or damages resulting from an act or omission by the Caterer or the Foundation Center, it being understood that the Caterer's and the Foundation Center sole and only liability, and the User's sole remedy, shall be a refund of any amounts paid to the Caterer and the Foundation Center pursuant to the Agreement.
**Damage to Property**

It is understood User shall be responsible for any damage it causes to the Foundation Center Property including damages caused by the User’s invitees and contractors. The User shall reimburse the Foundation Center for its out-of-pocket costs, incurred to repair such damages, including the right to recover reasonable attorneys fees, and the costs to collect the same. No alteration of the physical space is allowed without prior consent of the Foundation Center management.

**Security for the Event**

The User shall provide and pay for the Event at least one, or more security personnel, as Caterer and the Foundation Center may in their sole direction deem necessary or appropriate, and the User shall bear the expense for payment to Caterer of any fees incurred by Caterer to compensate said security personnel. In the event the User’s payment for security is in the form of a check, the check shall be made payable to said security personnel and not the Caterer.

**Additional Conditions and Rules**

The User’s license of the Foundation Center is subject to the following additional conditions and rules:

- Neither pets nor any other animal is permitted anywhere within or upon the Foundation Center Property except for service animals.
- Rental and set-up fees must be paid 30 days in advance of the event. No refunds are made.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Cell #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
</tbody>
</table>

| Room | Weekday / Weekend | Caterer |

Undersigned “User” ____________________________ Date ______________

**Additional Equipment:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Podium / Speaker system</td>
<td>$40.00</td>
</tr>
<tr>
<td>Podium</td>
<td>$10.00</td>
</tr>
<tr>
<td>Speaker system</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

Reservation of space is conditioned upon completion of rental contract and attachments.

Office Use Only

Room ________________

Period ________________

Additional Equip cost ________________

Total Cost ________________

Money Received ________________

Approval ________________