

SAINT JOSEPH'S COLLEGE

RECEPTION/BANQUET PLANNING INFORMATION

RECEPTION/BANQUET PACKAGE

Package includes Halleck Student Center Ballroom rental and standard set-up/clean-up of facility. Standard set-up includes 8 foot rectangular tables and chairs. Round tables are available for rental at a cost of \$10.00 per table. Extra set-up or special requests may incur additional charges. This package is available during summer and College breaks only. Please contact Event Services for pricing and availability.

Director of Event Services
219.866.6351
eventservices@saintjoe.edu

CATERING/ALCOHOL REQUESTS

Sodexo Campus Services, the exclusive food service provider of Saint Joseph's College, is dedicated to providing a quality dining experience that fits the theme of your next event. All catering/alcohol/linen requests must be directed to the Director of Event Services or the Dining Services Director.

Chuck Waterbury, Dining Services Director
219.866.6178
chuckw@saintjoe.edu

DECORATIONS/PARACHUTE RENTAL

Decorations must be provided. Gatherings Social Décor Rentals is a recommended provider.

Gatherings, LLC
Cheryl Torbet
219.866.2175

For ceiling parachute rental, please contact:
Vicki Nagel
219.394.2092 or 219.863.2559

SECURITY

If alcohol is being served at your event, a security guard must be provided at your cost to ensure that alcohol does not leave the Ballroom level of Halleck Student Center. If you need help locating a security guard for your event, please contact Event Services. Prices for security guard rental currently range from \$20-\$25 per hour depending on availability.

LEGAL NOTICE/LIABILITY CLAUSE

Users shall defend, indemnify and hold Saint Joseph's College, its officers, employees, agents, and representatives harmless from and against any and all liability, loss, expense, attorney's fees, or claims for injury(ies) or damages arising out of, resulting from or caused by the usage of College facilities.

User shall provide proof of liability insurance to the College at least 30 days prior to the event, naming Saint Joseph's College as *Additional Insured* for the date and time of the event. Coverage is to be primary and non-contributory to any coverage obtained by the College. Minimum acceptable amounts of coverage are as follows:

Comprehensive General Liability	\$1,000,000
Excess Liability	\$1,000,000