

■ Organization/Organizer Contact Information

Organization: _____

Contact Person: _____ Relationship to Organization: _____

**Contact person must have completed Event Management Training through the Center for Student Involvement if the event is high risk.*

Contact Person Phone: _____ Contact Person Email: _____

■ Event Information

Name of Event: _____ Theme: _____

Description of Event: _____

Date of Event: ____/____/____ Start Time: _____ (circle) a.m. / p.m. End Time: _____ (circle) a.m. / p.m.

Location / Address of Event: _____

■ Location Information

I have been in contact with the student organizer listed above at the University of Dayton regarding an event to be held by the above referenced organization at following location:

Name of Business: _____

Address: _____

Telephone Number: _____

Print Name of Owner / Manager: _____

■ Vendor Agreement (Signature of Owner/Manager Required)

_____ (name of business) accepts ordinary responsibility for the observance of the

State Statutes regarding the sale and consumption of alcohol at this event.

Contact information is listed above

Name of Business: _____

Address: _____

Telephone Number: _____

Print Name of Owner / Manager: _____

Furthermore, _____ (name of business) shall indemnify and hold harmless the University of Dayton, all its officers, agents, employees and students from and against any and all claims, demands, costs, or causes of action arising from or relating to the services or facilities provided for this event.

Signature of Owner / Manager

Date

■ Student Organizer Signature

I have completed the above form to the best of my knowledge, and it is an accurate representation of the agreement between my organization and the listed vendor(s).

Signature: _____ Date: _____