



## External Event Policies

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*The policies and procedures within this document reflect the administration's desire to enhance the experience of the seminary community and other organizations and events on campus. Reservations for all conferences, meetings, and events held on campus are requested through Event Productions. Each reservation request is submitted through an approval process for consideration of event content, scheduling, and space availability to ensure the dedicated religious purpose of our campus.*

*The Southern Baptist Theological Seminary will not permit persons or groups holding, advancing, or advocating beliefs or practices that conflict with the seminary's faith or moral teachings, which are summarized in, among other places, the seminary's mission, abstract of principles, and code of conduct. The seminary may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith.*

**Event Productions – Purpose:** The Event Productions office exists to support the departments of The Southern Baptist Theological Seminary by orchestrating and executing conferences, retreats, academic events, and meetings. To accomplish this, the Event Productions team will provide professional, creative, event planning tools and counsel to ensure goals are met, quality is upheld, and institutional standards of hospitality and professionalism are sustained.

**Conduct and Belief:** The Southern Baptist Theological Seminary (SBTS) is an agency of and was established to serve the needs of the Southern Baptist Convention. As such, it imposes religious standards on users and guests. These standards are reflected in our [mission statement](#), our [Abstract of Principles](#), and our [Student Handbook](#)[SB1] . SBTS expects users and guests to conduct themselves in a manner that will in no way detract from or be contradictory to these standards. Enforcing these standards assures that no activities or views expressed by groups using the SBTS facilities interfere with the ability and obligation of this institution to communicate and promote one message. Therefore, this institution reserves the right to deny usage or to expel any group or individual that engages in activities that SBTS finds inconsistent with the standards mentioned above or if management deems that denial or expulsion to be in the best interest of the institution.

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### Event Planning

Event details must be approved by the Event Productions office and included in the Banquet Event Order. This includes, but not limited to, room set-up, catering, technology needs, decorations and equipment rental. These details must be finalized and confirmed in a signed Banquet Event Order no later than 11 business day prior to your event. Please note that all services ordered are considered final 11 business days prior to your event, however, catering numbers may be adjusted up to 6 business days prior to the event. All other changes made after 11 business days may incur a late fee.

## **Charges, Deposits, and Payments**

A deposit of 50% of the room fee is due 14 days after the event agreement is sent to the client. A signed agreement is required to confirm the reservation of all event spaces. A 15% premium will be applied to all events taking place on a Sunday, or a major holiday while the campus is closed.

All deposits will be applied to the final balance of the master account. A final event invoice will be sent 4-6 weeks after the event and final full payment is due within 30 days of receipt of the invoice.

## **Cancellation Policy**

Room deposits are refundable up to 120 days prior to the event. No refunds will be given for cancellations made within 120 days of the event including events booked within the 120 day period. Any events cancelled within 11 business days of the event are subject to fees up to the total cost of the event.

## **Force Majeure**

Either party may cancel the Event without liability to the other party upon the occurrence of any event or circumstance beyond the control of such party, including acts of God, declared war in the United States, acts of terrorism in the city where the hotel premise is located, government regulations, disaster, strikes or civil disorder, to the extent that such event or circumstance makes it illegal, impossible or commercially impracticable for the hotel to provide, or for groups in general to use the premise of the hotel.

The event cannot be cancelled per this section because of general economic conditions, including (without limitation) any recession or governmental budget cuts. Either party that wishes to cancel the event in accordance with this section must provide written notice to the other party identifying the circumstance.

If the event is duly cancelled under this section, the hotel shall, within thirty (30) days after such cancellation, refund any deposits made by Group.

## **Event Space**

SBTS reserves the right to change event space assignments based on institutional priority and service requirements. If an event space change is necessary, the client will be given notification as early as possible.

Events scheduled outdoors must also reserve an alternate venue on campus in case of inclement weather.

## **Liability/Damage**

SBTS will not be responsible for damage or loss of personal articles or equipment left in event spaces prior to, during, or following an event. Any damages to the facilities, furniture, equipment, fixtures, grounds, landscaping, or any other SBTS property will be the responsibility of the responsible party and will result in additional charges.

## **Disclosure**

Client will be responsible for determining to whom it is necessary to disclose any terms to this Agreement.

## **Deadlines**

All resources and services provided by SBTS for the event should be confirmed in a signed Banquet Event Order, and are due by the following deadline schedule:

11 business days prior to event:

- Signed Banquet Event Order
- Event Space Setup (tables, chairs, trash cans, lecterns, etc.)
- Catering menu selections, and estimated guest count
- Technology requests (microphones, projectors, background music, etc.)
- Miscellaneous resources (decorations, tablecloths, signage, etc.)

6 business days prior to event:

- Final catering numbers
- Digital media for technology team (slideshow, music playlist, etc.)

Any additional resources requested after 11 business days must be submitted in writing and may incur additional fees. SBTS does not guarantee the availability of additional resources within the 11 business days. In the event that the signed BEO is not received by 11 days prior to the event, the office will consider the BEO final and move forward with this as the plan.

## **Event Space Setup**

Event space setup will be based upon the requests in the signed Banquet Event Order. All approved deliveries and decorating by the client must be done within the time reserved on the Event Agreement. Any materials left beyond the scheduled reservation time will be disposed of. Furniture may not be changed or moved without prior approval from Event Productions.

Changes made after the room has been set are subject to a service charge of \$150.00. SBTS realizes that events may require a room set change during the course of the event. If the allotted time for the set change is less than four hours, a \$150.00 service charge will be incurred.

## **Catering**

The SBTS Catering Services Department will provide all catering. All catering must be coordinated by the Event Productions office. Due to health code standards all food and beverage items must remain in in the meeting/banquet area unless prior approval to remove items during or following an event has been granted by Event Productions. Any event taking place outside of the Honeycutt Campus Center, and Legacy Conference Rooms are subject to additional service or delivery fees. Any catering on Sundays must meet a \$750.00 catering minimum per subevent. Additional services based on event needs may incur additional charges.

## **Event Technology**

The SBTS Event Technology Department is required to provide an Audio-Visual Technician (AVT) to operate SBTS equipment. The audio-visual service may be limited based on meeting room capabilities or limited equipment availability. All audio-visual and event technology needs must be finalized on your BEO 11 business days prior to your event. If this deadline is not met, SBTS Event Technology cannot guarantee equipment or AVT support will be available. Any changes made less than 11 business days prior to your event are subject to additional charges. Events needing AVT services taking place on major holidays will incur a 15% premium. SBTS Event Technology has a relationship with local rental companies if you need additional equipment. For more information on rental equipment, as well as all audio-visual fees and labor charges, contact your Event Coordinator.

## **Decorations**

Decorations and other materials may not be attached to any wall, wood surface, mirrors, picture, or light fixtures inside or outside. Glitter, confetti, nails, screws, tape, adhesives, hot wax, staples or other similar fasteners may not be used. Only no drip pillar or votive candles may be used in banquet space. Fireworks, including sparklers and other flammable substances may not be brought onto SBTS property. Weddings hosted on campus may not use rice or birdseed. All decorations must be removed from event space immediately following the event. At the end of the event reservation time, SBTS reserves the right to dispose of remaining materials.

## **Tablecloths**

All tables must be covered by a tablecloth which will be provided by the Event Productions office at \$4.50 per cloth. Any request to use another tablecloth will require written approval by the Event Productions office.

## **Signage**

All signage must be coordinated and produced by the Event Productions office, no additional signage is permitted. Pedestal signs are \$5.00 each. Laminated interior 8.5" x 11" are \$1.00 each, available in select locations.

## **Event Host**

An Event Host is provided by the Event Productions Office and serves as the main point of contact for the duration of the contracted event time, and a minimum of 30 minutes preceding. If additional staffing is needed at an event there will be a \$20 charge per additional staff member per hour. These charges will be reflected in your Banquet Event Order.

## **Prohibited Activities**

Dancing, smoking, electronic cigarettes, and alcoholic beverages are prohibited on SBTS premises. Pets are prohibited in all SBTS facilities with the exception of service animals.

Communion is not allowed as part of meetings, seminars, retreats, weddings or other events held at SBTS. A group may petition for an exception to the policy if the group represents a local church body.

## **Sales**

Sales of books, music, souvenirs, or other items are not allowed without prior written consent of Event Productions.

## **Rental Equipment**

Event Productions must grant written approval for any rental equipment. SBTS does not accept the responsibility for the damages of any merchandise, rental item, or article left in the event space prior to, during, or following the event.

## **Parking**

Parking is permitted in any non-restricted parking areas. Parking on grass, entry circles, sidewalks, and fire lanes is prohibited.

## **Shuttle**

The Southern Seminary shuttle is required for events with over 800 attendees. The shuttle will be operated by a Legacy Hotel driver and travel campus parking lots to pick up guests and transport them to the event venue. It is a \$400.00 charge for a minimum of 4 hours. Each additional hour of service will incur an additional \$50.00 charge.

## **Campus Police**

Campus Police provides 24-hour patrol on campus. Campus Police can be reached 24/7 at 502-897-4444, in the case of an emergency. Additional police services such as crowd control, parking, and other assistance may be provided during an event through a written request with Event Productions. There is a \$40.00/hr charge per officer if additional service is requested. Please see the following itemizations of how many officers will be required for your event;

1-299 guests - no additional officers needed

300-499 guests - 2 officers required

500-799 guests - 3 officers required

800 + guests - 4 officers required

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_