We are delighted that you are considering the Historic Academy of Medicine at Georgia Tech for your special event!

This comprehensive policy sheet is meant for your protection and to ensure that you are aware of the abilities and limitations of the Academy for the purposes of pre-planning. Since the Academy of Medicine is an historic property, the need for protection of the building and grounds is of primary importance.

**Deposit.** A deposit equal to ½ the booking rate is due at the time the signed contract is returned to the Event Coordinator. A reservation is not guaranteed until the Owner receives a completed reservation form, a signed License Agreement, and the deposit. The Owner is unable to hold dates, and reservations are issued to the first party prepared to complete the reservation form and submit a fully executed License Agreement which are required steps to guarantee their reservation.

**Damage Deposit** In addition to the license fee due, a $500.00 damage deposit is due two weeks prior to your event. If a damage deposit is required, the full amount will be refunded to you unless damage occurs during your event, as determined on the damage report, or unless further payment is needed for rehearsals, cleaning, etc. as further described. Credit card is the preferred method of damage deposit payment.

**Payment.** Final payment for the remaining balance is due two weeks prior to the event. The Owner cannot arrange for billing. Failure to submit payment on time will void this agreement and the date may be re-booked to another party without refund of your deposit, unless previous agreements have been made in writing with the Event Coordinator for the Premises. If you cancel your event for any reason, you must notify the Event Coordinator in writing that you wish for us to re-book that date. The deposit will be refunded only if the Premises are re-booked for the period at the same rate. Acceptable methods of payment are cash, check, and credit cards (Visa and MasterCard). Please include the invoice number on all payments. **All checks should be made payable to the Georgia Institute of Technology.** Permit Holder shall pay Owner for all unpaid charges within thirty (30) days after receipt of the final invoice.

**Taxes.** Unless Permit Holder provides Owner with evidence of tax exempt status, Permit Holder shall be responsible for the payment of all local, state and federal taxes which may be imposed under this agreement.

**Cancellation.** If Permit Holder cancels this agreement Sixty (60) days or more before the earliest reserved date, it shall forfeit any deposit paid and be liable to Owner for direct costs incurred in preparation to fulfill Owner’s obligations under this agreement. If Permit Holder cancels this Agreement within ninety (90) days of the earlier reserved date, Permit Holder shall forfeit any deposit paid and agrees to pay said direct costs and liquidated damages for its lost business opportunity at a rate of 50% of Deposit due.
**Failure to Pay.** Permit Holder agrees that if it fails to pay the charges or any part thereof in accordance with this agreement or if Permit Holder violates any other provision of this agreement, all remaining obligations of the Owner under this agreement shall, at the option of the Owner, cease and be terminated upon notice to the Permit Holder. In any case, all amounts owed to the Owner hereunder which are more than sixty (60) days past due shall be subject to a service charge of one and one-half percent (1.5%) per month, constituting an annual percentage rate of eighteen percent (18%). Permit Holder shall reimburse the Owner for all collection costs, including professional fees and other expenses incurred in enforcing collection of any and all amounts owing hereunder, whether or not legal action is instituted. In the event legal action is instituted to enforce compliance with this agreement, the Owner shall be entitled to all costs and expenses of litigation, including attorney’s fees.

**Licenses, Permits and Copyright Royalties.** Permit Holder shall be responsible for obtaining any necessary licenses and permits for the use or performance of copyrighted works at the Event(s). Permit Holder further shall be responsible for the full payment of any and all copyright royalties that may be required for the Event(s). All required licenses and/or permits shall be presented to the Owner prior to the Event(s).

**Owner Access.** Owner shall have access to the Academy at all times during which the Permit Holder is permitted to occupy, use and enjoy the premises as outlined hereinabove.

**Owner’s Right to Remove.** The Owner reserves the right to remove any objectionable person or persons from the Premises and Permit Holder expressly waives any right to damages for such removal.

**Damages to the Premises.** Permit Holder agrees that it shall not in any way injure, damage, mar or deface the building, floor, furniture, fixtures, or equipment which are in or about the Premises. Permit Holder shall reimburse Owner for any such damage or injury caused by Permit Holder, its employees, agents or other persons admitted to the Premises by Permit Holder, its agents or employees. Clean-up following the Event(s) shall be the responsibility of the Permit Holder. Permit Holder shall be responsible for the removal of any trash from the floors of the Premises, lobby, porch and outside grounds. With prior arrangements, clean-up can be handled by the Owner’s staff and paid for by the Permit Holder.

**Permit Holder’s Property Brought Onto Premises.** All property brought onto the Premises by the Permit Holder shall be at the sole risk of the Permit Holder. The Owner shall not be responsible for such property or liable for any damages or injury to Permit Holder, its agents or employees.

**No Alterations or Improvements.** Permit Holder shall make no alterations in or additions to the Premises.
Compliance with No Smoking Policy. Premises are designated as a no smoking facility and Permit Holder agrees to enforce such policy.

Compliance with Fire Safety Standards. In accordance with accepted standards for fire safety, Permit Holder agrees to ensure that all exits are unlocked and that access thereto is free from all obstructions at all times during occupancy. If applicable, Permit Holder further agrees to ensure that all aisles will be kept clear, that no seating in the aisles will be permitted and that every exit light is burning at all times during the Event(s). Permit Holder shall not obstruct any sidewalks, entries, passages, vestibules, hallways, elevators, doors, skylights, stairways, hallways, corridors, passageways, radiators, house lighting attachments and all openings or ways of access to public utilities of the Premises.

Attendance of Owner Representative and Permit Holder. Permit Holder or a duly authorized representative of Permit Holder shall be in attendance on the Premises when the doors are opened and throughout each Event.

Compliance with Applicable Laws. Permit Holder and all contractors, guests or invitees associated with Permit Holder in connection with the Event(s) hereunder shall abide by, conform to, and comply with all applicable laws of the United States of America, the State of Georgia and all ordinances of the City of Atlanta and Fulton County and applicable policies, rules and regulations of Owner. Permit Holder shall provide accommodations for persons with disabilities as required by applicable law and shall be responsible for and shall provide all fees and expenses for any accommodations required. Permit Holder shall not attempt to use any part of the Premises for any use or proposed use which will be contrary to law or be otherwise improper or detrimental to the reputation of Owner.

Non Discrimination. Permit Holder shall not discriminate against any individual on the basis of age, race, color, religion, national origin, sex or disability. Further, Licensee agrees to comply with all non-discriminatory laws and policies to which Owner is subject.

Compliance with Owner Policies. Permit Holder shall comply with all applicable policies, rules and regulations which are adopted from time to time by Owner for the general and uniform application regarding the operation and care of the Premises.

Capacity. The maximum building occupancy capacity of the Premises is 300 people. Permit Holder agrees not to exceed the maximum occupancy capacity. Permit Holder shall be responsible for any and all violations of the maximum occupancy capacity and all consequences thereof.