

conferences@humboldt.edu

707.826.5312 phone

707.826.5316 fax

Name of Conference: _____

Dates of Conference: _____

Check-in is after 3:00pm; expected time of arrival? _____ Check-out is by 11:00am; expected time of departure? _____

Will any participants need to arrive early: Yes No Will any participants need to stay late: Yes No

Conference meals will start on the *arrival* date with: Breakfast Lunch Dinner

Conference meals will end on the *departure* date with: Breakfast Lunch Dinner

(Typically meals begin with dinner on the arrival date and end with lunch on the departure date.)

What type of housing would be best suited for your conference group? Apartment Traditional Hall

Initial Count of Participants: _____ **Are there participants under the age of 18?:** Yes No

Does this conference have an educational intent? Please describe. _____

Is the conference affiliated with HSU? Please describe. _____

Group Coordinator:

Name: _____

Email: _____ Address: _____

Phone: _____ Department: _____

Campus Sponsor:

Name: _____

Email: _____

Address: _____

Phone: _____

Department: _____

Person Financially Responsible:

Name: _____

Email: _____

Address: _____

Phone: _____

Department: _____

Catering: Will the conference group need catering services during the conference? Yes No
 We will contact you to discuss menu options and other arrangements.

Meeting Rooms: Will the conference group need meeting rooms during the conference? Yes No
 We will contact you to discuss options and other arrangements.

Additional Conference Needs: Coordinators may purchase parking permits as well as additional meal tickets that will be charged to the Conference group. These items are also available for purchase at the Conference Desk. Would you be interested in either service? Yes No

Please note any additional needs: _____

Accommodations

1. Our package rates require a minimum of 10 participants and 3 nights lodging and meals. Meals typically begin with dinner on the day of arrival and end with lunch on the day of departure.
2. Catering options are available to serve your needs. There are no refunds on meals not taken.
3. Smoking of any kind is prohibited in all HSU buildings and is only allowed in designated campus smoking areas.
4. Our residence halls have coin operated automatic washers and dryers located on the first floor of each building.
5. Animals are not permitted in buildings.
6. Check-In locations other than the conference desk may be requested, if available. A fee of \$10 per hour, per staff member to assist.
7. No alcoholic beverages are to be sold, given away or brought in or around the housing facilities without an Alcoholic Beverage Control permit.

Housing Rosters (Room Assignments)

1. Housing rosters must be received by the Conference Office no later than 30 calendar days prior to the conference start date. If the roster is still not received by 14 calendar days prior, the conference group will be charged \$50 a day until it's received.
2. The Housing roster should include the participants' first and last name, gender and any roommate requests. Please also note any special requirements participants may have that would affect their housing placement or dining needs.
3. Individual cancellations received less than 14 calendar days prior to the conference start date will be charged at a rate of \$75 per person.
4. For every 15 individuals under the age of 18, you must have 1 live-in chaperone. If building does not allow for this, you must have 1 chaperone in same living quarters.

Cancellation of Conference

1. Cancellation of a scheduled conference must be received in writing 45 days prior to the start date of the conference.
2. If written notice is not received 30 days prior to the start date, the conference will be billed \$75 per person for each of the initially guaranteed number of participants.
3. If written notice of cancellation is not received by 14 days prior, the conference will be billed the full package amount for each of the initially guaranteed number of participants for the requested number of nights, any room reservation charges and any catering agreements.

Program Literature

1. Publicity with reference to Humboldt State University must have prior approval before distribution.
2. Please submit all advance rate and program publicity to the Conference Center prior to advertising.

Custodial Services

1. Linen package includes: a blanket, pillow, top sheet, bottom sheet, bath towel, hand towel, wash cloth, and one bar of soap.
2. Maid service is not provided for individual rooms. Common areas are cleaned daily.
3. Additional blankets and towels are available upon request at the Conference Desk.

Billing

1. A billing statement will be sent upon the conclusion of the conference outlining all charges based upon the terms stated in the agreement. A final invoice will be sent by the university's Accounting Office.
2. Payment is required within 30 days upon receipt of the invoice.
3. Additional fees will be charged in the following instances: late or improper check-outs (after 12:00 noon), lost key cards, damages caused by guests and late cancellations or "no-show" charges.

I have read and agree to the above stated policies.

Signature of Authorized Conference Representative

Date

Name and Title (Please Print)

This is not the final agreement. The agreement will be sent out mid-Spring. The Conference Coordinator will notify you when your accommodation request has been confirmed. Thank you for your application!