

# NIU Naperville Center

## General Terms and Conditions

*The following is a list of General Terms and Conditions governing the Use of the NIU Naperville Center.*

### Auditorium

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No food or beverages are allowed in the auditorium.

### Cancellation Policy

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The rental client agrees to cancel reservations at least 8 months before the first reserved date. Cancellation fees will be charged and all deposits are nonrefundable.

### Decor

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Enhancements can be rented for an additional charge including: white garden chairs, black garden chairs, chair covers, up lighting (10 total lights available), linens (cocktail rounds), or hanging items from the ceiling. Any items that are being hung or unique centerpieces that have open flame must be approved by facility manager. Please ask your NIU Special Events Coordinator for more information and pricing.

### Deposit & Payment Schedule

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A nonrefundable deposit of \$500.00 is due at contract signing. Fifty percent of the estimated charges will be due six weeks prior to your event, with the estimated balance due two weeks prior to the event in the form of cashier's check or credit card.

### Food and Beverage

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You must utilize catering companies specified by NIU Naperville. With the exception of the wedding cake, no food or beverage (alcoholic or otherwise) shall be brought into any catered event by outside source without prior approval from NIU Naperville. To insure compliance with the County Board of Health Food Handling Regulations, food will be consumed on the premise at the time for which it is contracted. No food or beverage may be removed from the premise.

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### Guarantees

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We will confirm your attendance two weeks in advance of your event. Catering charges will be calculated on the guaranteed number or the actual number attending, whichever is greater.

### Outside Vendors

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You may work directly with the florist, photographer or entertainer of your choice. You can find a list of preferred vendors on this website, or we can provide a list upon request. We will ask for contact information for your vendors to coordinate set-up time parameters.

### Parking & Deliveries

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Free parking is available immediately outside of the NIU Naperville facility. Guests may enter through the circle drive, south or west doors. Outside vendors are requested to use the loading dock at the rear of the facility for all deliveries.

### Reception Times

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Daytime events maybe scheduled between 10:00 a.m. and 4:00 p.m. Evening events may be scheduled from 6:00 p.m. until 11:30 p.m.

### Room Rental

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Room rental is not secured until NIU Naperville has received a signed copy of both the Rental Agreement and the General Terms and Conditions. Once signed by representatives of both parties, this agreement is a binding contract between the rental client and NIU Naperville to rent facility space and purchase services in accordance with the terms of the agreement. Food and beverage charges are extra and you must use an NIU Naperville approved caterer.

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### Room Set Up

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NIU Naperville will provide a personal special events coordinator, spacious banquet room with floor to ceiling windows, two-story atrium set-up with high-boy tables for cocktail hour, round tables, head table, accessory tables for (cake, gift and registration, etc.), house chairs, white linens to the floor on buffet, cake, gift and head tables, AV equipment w/ concealed video screens, bridal arch, dance floor, professional set-up and clean-up, security guard on the premises and guest parking.

### Service Charge & Sales Tax

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There is no sales tax or service charge on the NIU Naperville room rental. All parties are responsible for sales tax on catering at 7.25% and gratuity/service charge as determined by selected caterer.

### Smoke-Free Facility

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The NIU Naperville Center is a smoke-free facility. The designated smoking area is located outdoors and signs are posted.

### Special Charges

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Charges will be incurred for special clean-up or reset, for use of additional rooms not specified in the contract, and for continued room usage past the time specified on the contract.