

**BLACK BEAR CATERING  
DANCE AND PARTY EVENT AGREEMENT FOR  
STUDENT ORGANIZATIONS**

Group Name: \_\_\_\_\_

Billing Address \_\_\_\_\_ **Account** \_\_\_\_\_

One of the above must be filled out before the scheduling can be complete.

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_

Group Address: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event Stop Time: \_\_\_\_\_

Pre-Event Set Up Time: \_\_\_\_\_ Post Event Tear Down Time: \_\_\_\_\_

Estimated Number of People Attending the Event \_\_\_\_\_

Type of Event: \_\_\_\_\_ Event Location: \_\_\_\_\_

Will underage undergraduates be present?: \_\_\_\_\_

Plan to prevent underage drinking: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**There is no servicing of events after 12:00 am by Black Bear Catering which includes bar, beverages, or any type of food service.**

Checklist of Needs:

1. For all events, notify the Campus Activities and Events Office and obtain signature. Some events require event Management forms and hiring security.

Director or designee signature: \_\_\_\_\_

2. Bar Service requested?: \_\_\_yes \_\_\_no If yes, please schedule appointment with Student Wellness Resource Center (SWRC) staff to go over policies and procedures. SWRC is located in room 235 of the

Memorial Union and can be reached at 581-1423. A risk management plan should be attached for alcohol management.

SWRC Staff Signature: \_\_\_\_\_

Alcohol Plan:

- Bartender check ID
- Hired UMPD officer for entire event required
- Bracelets for 21+
- No re-admittance if guests leave the building.

3. Other direct costs: (building damage, function attendant, etc.)
4. Arrangement made for food, beverage and linen rental if applicable. (the food for your event must be purchased through Black Bear Catering).
5. Proposed room set-up plan submitted. Please attach an explanation of room set-up information.

**\*\*\*\*The above arrangements and approvals must be completed and the form returned 10 working days prior to the event in order to assure any booking\*\*\*\***

In order to guarantee your arrangements, please sign and return a copy of this agreement to Black Bear Catering, University of Maine, Wells Commons, Orono, ME 04469 at least 10 working days prior to your event.

Please know that it is our goal to make your event successful in every way. We look forward to working with you to achieve this end.

Sincerely,

Bill Dalton  
Assistant Director, Catering

Read and Agreed to by:

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date