



# conference + event Services

[ces.humboldt.edu](http://ces.humboldt.edu) website    conferences@humboldt.edu email    707.826.5312 phone

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 that require Housing \_\_\_\_\_ Are there participants under the age of 18? \_\_\_\_\_

Does this conference have an educational intent? Please describe:

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

Is the conference affiliated with Cal Poly Humboldt? Please describe: \_\_\_\_\_

\_\_\_\_\_

Group Coordinator: \_\_\_\_\_

Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Department: \_\_\_\_\_

**Campus Sponsor:**

**Person Financially Responsible:**

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

Name/Dept: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Depart: \_\_\_\_\_

Chart Field: \_\_\_\_\_

**Catering:** Will your group need catering services during the conference?  Yes  No

We will contact you with Catering to discuss menu options and arrangements.

**Facilities:** Will your group need meeting rooms or facilities  Yes  No

during the conference? We will contact you to discuss options and other arrangements.

Please note any additional needs: \_\_\_\_\_

\_\_\_\_\_

## Accommodations & Dining

1. Catering options are available to serve your needs. There are no refunds on meals not taken.
2. As of September 2017, Smoking/Vaporizing of any kind is prohibited on campus. This includes all indoor and outdoor areas.
3. Common use laundry facilities (operated by a phone app and credit card). Kitchens and lounges are available in all buildings.
4. Animals are not permitted in buildings. *\*Please contact the Conference Coordinator for Accommodation requests.*
5. Check-in locations other than the conference desk may be requested, if available. A fee of \$22 per hour, per staff member to assist.
6. 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 less than 14 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. Rosters also must indicate the adult chaperones for adults staying with any group with minor participants. 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. Groups affiliated with Cal Poly Humboldt must utilize the Youth Protection Program through RISK to register their background checked staff and minor participants. Non-affiliated groups must provide one live-in chaperone for every 15 individuals under the age of 18. If the building does not allow for this, you must have one chaperone in the same living quarters.

## Program Literature

1. Publicity with reference to Cal Poly Humboldt 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. Cleaning service is not provided for individual rooms. Common areas are cleaned daily. Bathrooms are cleaned every other day, or as arranged by the Conference Coordinator.
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 of invoicing.
3. Additional fees will be charged in the following instances: late roster/ room assignments, late or improper check-outs (after 12:00 noon), lost key cards, damages caused by guests and late cancellations or "no-show" charges.

## Cancellation of Conference

1. Cancellation of a scheduled conference must be received in writing 45 days prior to the start date of the conference. If written notice is confirmed received 45 days prior, no charges will be billed to the Conference group.
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.

**I have read and agree to the above stated policies.**

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**Signature of Authorized Conference Representative**

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**Date**

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**Name and Title (Please Print)**

*This is the application. 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!*