

## DEFINITION OF CONTRACTUAL TERMS IN YOUR UCCR USE AGREEMENT (UA)

Enclosed or attached is a copy of your UCCR Use Agreement and the Terms & Conditions. Because this serves as an official contract between us, we want to be sure you understand the terms and conditions you are committing to before you sign it. So, please read the Use Agreement carefully with special attention to the following:

### **GUARANTEED MINIMUM FEE:**

The Guaranteed Minimum Fee (GMF) is the **minimum charge** to a group for lodging, meals and services from arrival to departure. The fee is based on the per person package price (food and lodging) times the guaranteed minimum number of persons in your group. The GMF does not include tax on food, if applicable. ***The balance of the GMF (after initial deposit) is due 14 days before arrival.***

### **DEPOSITS:**

The total initial deposit is fifty percent (50%) of the Guaranteed Minimum Fee. The balance of the GMF (50%) is due 2 weeks before arrival. UCCR will apply your deposits toward the total cost of your event. ***Any final or additional charges are payable upon departure unless approved by our Reservations Director prior to your visit.***

### **NON-REFUNDABLE FEE:**

A portion of your deposit is a twenty percent (20%) non-refundable fee based on the GMF. This non-refundable portion of the deposit will be kept by UCCR upon cancellation (see below).

### **CANCELLATION:**

If you cancel by (90 days) and you have paid a portion of your deposit, we will refund 100%.

If you cancel by (60 -89 days) and you have paid a portion of your deposit, we will refund 80%. If UCCR can rebook the same dates with another group of equivalent value, the remaining 20% deposit will be refunded.

If you cancel within 59 days, we will retain your deposit unless UCCR can rebook the same dates with another group of equivalent value, upon which your deposit will be refunded.

### **LIABILITY INSURANCE:**

During the time that your group is at the UCCR site, the group will need to have liability insurance of not less than one million dollars in force. A certificate of coverage, ***listing UCCR and the Facility Owner as Additional Insured***, must be provided to the UCCR office at least one month prior to use of the site. Please make a notation on your certificate of the site and date your group will be using our facilities. (Please see section 9-C on the UCCR Terms & Conditions included with your use agreement package.) Attached to your email is a sample form for your insurance agent to use as a guide.

### **PAYMENT:**

Payment of any balance due ***is payable on the day of departure*** from the UCCR site unless billing is approved with our office PRIOR to your arrival. Electronic payment options are available.

**Please return** a signed copy of the contract with your deposit and give the reservations office a call if you would like clarification on any part of the Use Agreement or insurance requirements.

Thank you for your partnership with us!

*The UCCR Reservations staff*

800-678-5102

*reservations@uccr.org*