HARRAL AUDITORIUM TERMS & POLICIES

VENUE RATES

Private/Commercial	\$700/day
Non-Profit	
(Applied to total rental cost if booking is used)	
Specialized Lighting Fee\$50	
Audio Fee\$100)

APPLICATION TERMS AND CONDITIONS

1.Application - Application must be filled out completely and submitted before 30 days of the scheduled arrival time of the event. Any conflicts in scheduling or logistics must be negotiated before the application is signed and verified. Applications submitted without the required deposit fee will be considered invalid until payment is received by cash, check, or money order. The application fee is non-refundable. All personnel payments must be paid in advance in addition to the initial application fee if event requires hired workers. Personnel fees will be quoted based on best estimate of time required. Please note that in the event the hours are exceeded for any reason, charges will be added to the primary bill of the applicant that is to be paid no later than the day of the event. A notice will be given to the applicant at the time the quote is exceeded. Please make all payments to Wayland Baptist University.

2. Verification -

application fee will be refunded if the cancellation is before the 24 hour deadline. Reservations can be transferred to an alternate date if the proposed date is more than 72 hours in advance and availability permits. If cancellation exceeds the deadline, the applicant will be responsible for paying all c