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| ***TEMPLATE –******Addendum for a hotel reservation contract (no alcohol)****Instructions:**Please fill in any highlighted section with the appropriate answer and then DELETE the highlight over the section. For example,* **[STUDENT ORGANIZATION,] 🡪 Reveille Fan Club**. *You will repeat this process for all the other sections that are below.* *Please note any GREEN highlighted sections are instructions to help guide you in an event that you need them. Once you have the appropriate answer, DELETE the highlighted section.* *Once this is completed, DELETE the instruction box before turning in your final copy.*  |

**[Organization] Addendum**

**[STUDENT ORGANIZATION] –**

**A recognized student organization at Texas A&M University**

This addendum, when signed by the parties, is hereby incorporated into the contract by and between [STUDENT ORGANIZATION], a recognized student organization at Texas A&M University (hereinafter referred to as "ORGANIZATION") and [FACILITY] (hereinafter referred to as “FACILITY”) dated [DATE].

1. ORGANIZATION agrees to pay $AMOUNT for exclusive use of FACILITY from [TIME] to [TIME] **Month, Day, Year**.
	1. Payment is to be made by ORGANIZATION check to [FACILITY] on the night of the event at the conclusion of the event. FACILITY must fulfill the terms of this agreement before payment will be issued.
	2. This amount represents the total sum payable by ORGANIZATION for services hereunder and any other expenses incidental to this agreement will be the sole responsibility of FACILITY, unless otherwise specified in this contract.
	3. Only ORGANIZATION participants and necessary employees of FACILITY will be allowed in the establishment during the event.
2. FACILITY agrees to provide:
	1. [#] hotel rooms:
		1. [#] double rooms
		2. Etc.
	2. [#] meeting room for [# participants] on **DATE** (if applicable)
3. FACILITY shall hold harmless ORGANIZATION, its agents, employees, and representatives from any liability or action arising from personal injury or property damage caused by the negligent act of omission or commission of FACILITY or its employees, agents, or representatives.
4. It is understood that FACILITY staff have been selected and trained as appropriate to the role and responsibilities of the position they hold.
5. FACILITY agrees to provide facilities, equipment and outdoor space (if applicable) in good working order at the time of the event.
6. ORGANIZATION agrees to the cancellation clauses in this agreement subject to FACILITY providing written documentation it was unable to re-let the facilities as a result of availability from ORGANIZATION’S cancellation.
7. FACILITY is responsible for ensuring that the facility has undergone a fire safety inspection by a local or state fire marshal within the preceding 12 months. Any violations found during inspection must have been (1) corrected and verified by the Authority Having Jurisdiction (AHJ) or (2) an approved plan of correction must be on-file with the AHJ. Copies of the most recent inspection and associated correspondence must be made available to Texas A&M University or its representative upon request. Information Contact: Office of the State Fire Marshal, (512) 305-7900.
8. This agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage laws, disability laws and the like. FACILITY and ORGANIZATION agree to ensure compliance with such laws.
9. It is understood and agreed that ORGANIZATION does not maintain insurance coverage for accidents or illnesses related to the ORGANIZATION’s activities.
10. Neither party is required to perform any term, condition, or covenant of this contract if performance is prevented or delayed by a natural occurrence, a fire, an act of God, an act of terrorism, or other similar occurrence, the cause of which is not reasonably within the control of such party and which by due diligence it is unable to prevent or overcome. In the event that the engagement of FACILITY/ORGANIZATION should be cancelled for any of these reasons, all parties will be relieved of all responsibilities pursuant to the contract and the contract will be of no further force or effect. Should such cancellation become necessary, initial notification by the canceling party will be by telephone followed immediately by a fax copy of the circumstances resulting in the cancellation, with original documentation of circumstances provided to the non-canceling party within forty-eight (48) hours of the initial notice of cancellation.
11. If a breach by FACILITY of any provision of this agreement for any reason other than a force majeure as set out in Item #8 (update based on whether numbers have changed due to additions or deletions) above results in the agreed engagement not occurring, FACILITY agrees to reimburse ORGANIZATION for any and all documented out-of-pocket expenses related to the engagement. Payment will be due in full sixty (60) days from the contracted engagement date.
12. It is understood and agreed that nothing contained in this agreement shall require ORGANIZATION to violate Texas A&M University Regulations, or any state or federal laws or regulations.
13. (If applicable…) ORGANIZATION recognizes and respects the FACILITY [Faith/Ministry Standards, doctrine of faith, etc]. Furthermore, FACILITY understands and agrees that the ORGANIZATION event is sponsored by a recognized student organization at a state institution and is therefore open to any university student who desires to attend regardless of religious preferences.
14. The [FACILITY RESERVATION] Contract as amended and this Addendum contain the entire understanding of the parties and shall be amended or modified only in writing by FACILITY and ORGANIZATION on its behalf. It is performable in Brazos County, Texas, and shall be construed, interpreted and governed pursuant to the laws of the state of Texas.
15. As a recognized student organization at Texas A&M University, ORGANIZATION may enter into this agreement on behalf of its leadership and membership. ORGANIZATION is not authorized to commit Texas A&M University to any part of any agreement except as is consistent with university rules and regulations.
16. If there is any conflict or ambiguity between the [TYPE] Contract and the Organization Addendum the terms of this Addendum shall prevail.

Signatories warrant that they are duly authorized representatives of the parties to this contract.

ACCEPTED AND AGREED:

FOR: [STUDENT ORGANIZATION] FOR: [FACILITY]

 A Recognized Student Organization ADDRESS: Address

 Texas A&M University Address

 Address

 Address

 F.E.I.N (if applicable):

 Federal Employment Identification Number

BY: BY:

 Chief Student Leader, [STUDENT ORGANIZATION]

DATE: DATE:

REVIEWED BY:

 Advisor, [STUDENT ORGANIZATION]

DATE: