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## USER'S GUIDE

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### GENERAL INFORMATION

The Murphy was built in 1923 for the American College of Surgeons and was designed to host their meetings and serve as a center for education in surgery. This gorgeous building is reminiscent of the Chappelle de Notre-Dame de Consolation the Commemorative Monument to the Bazar de la Charite Fire located in Paris, France. The Murphy has been recently refurbished to its original ornate beauty and splendor and is now ready to host your event

### CAPACITIES

The Murphy Auditorium can host events based on the following capacity restrictions:

Room Set-up	Capacity
Banquet	210
Reception	300
School Room	164
Theatre	520

\*All capacities are exclusive of a dance floor.

### LICENSE FEE

The license fee of the Murphy is \$7,500, for a license period of six hours. Additional hours may be purchased at a rate of \$600/hour. All events must conclude by 11:59pm, day of event. The license fee includes the cost of the on-site event coordinator, cleaning of the facility before and after the event, security, restroom porters, and the use of the dressing rooms on the fifth floor, chairs, and a basic sound system. The Murphy is available to host your event any day or evening of the week, excluding Thanksgiving, Christmas Eve, Christmas Day, and New Years Day.

### POLICIES AND PROCEDURES

#### PAYMENT

Payments will be invoiced and due according to the following deadlines:

Payment Timeline	Amount Due
At time of Reservation	25% of License Fee
90 days prior to event date	100% of License Fee

The ACS reserves the right to cancel the event with no refund if payment is not received on time.

Deposits and payments must be made by certified and/or cashier checks. Checks should be made payable to ACS. MasterCard, Visa, or American Express, may be used for payment of any deposit and/or final payment; however, payments by any such method will be charged a license fee of \$7,950.

#### CANCELLATION POLICY

Cancellations must be sent to the Event Coordinator in writing. All cancellations must be received ninety (90) days prior to the event date to receive a refund, less the 25% deposit. If the cancellation notice is received less than ninety (90) days prior to the event, the balance of the license fee payable by client must accompany notice of cancellation.

## **INTENDED USE**

All events are at the discretion of the ACS. ACS maintains the right to refuse any event it deems inappropriate for the space.

## **LOAD-IN AND LOAD-OUT**

Load-in may begin up to four hours prior to the start of the contracted hours. Load-out must be completed within two hours after the completion of the contracted hours. The Licensee and/or Licensee's Agent are responsible for all load-in and load-out. The ACS will assume no responsibility for load-in and load-out. The Licensee and/or Licensee's Agent assume responsibility for ensuring the facility is returned to its original condition at the conclusion of the event. The Licensee and/or Licensee's Agent may inspect the facility prior to the contracted hours, and the Licensee agrees to return the facility to the same condition as received from the ACS. The Licensee and/or Licensee's Agent must check with the Event Coordinator before leaving. If the Licensee and/or Licensee's Agents have not vacated the Murphy by the agreed to hour, then the Licensee shall be billed \$250 per each additional thirty (30) minutes or any part thereof.

Nothing may be affixed to any surface of the interior or exterior of the building. No alterations of any kind will be permitted.

## **STORAGE/DELIVERIES**

Nothing may be stored or delivered to the facility prior to or after the contracted period.

## **DAMAGES**

The client is responsible for charges associated with any damages incurred to the facility during the event. All damages are determined at the discretion of the Event Coordinator. If damages were incurred, the client will be invoiced for the damages within ten (10) days after the event. The client must pay the invoice within thirty (30) days of invoiced date.

## **APPROVED VENDORS**

Only vendors on the College's approved list may be used. None of the approved vendors are agents or representatives of ACS or its respective officers, agents, members, employees, or affiliates. Any other equipment needed for the event, but not offered by ACS nor approved vendor, must be rented through a vendor sub-contracted by an ACS-approved vendor. Only ACS approved vendors may sub-contract.

## **EVENT CONFIRMATION**

Ninety (90) days prior to the event date, the following items must be submitted in writing, by the Licensee or Licensee's Agent, to the Event Coordinator:

- Request to have wireless internet access and payment
- Request to use coatroom and payment
- Name of Agent working on Licensee's behalf (if applicable)

Thirty (30) days prior to the event date, the following items must be submitted in writing, by the Licensee or Licensee's Agent, to the Event Coordinator. The ACS reserves the right to change or delete anything they deem inappropriate for the facility.

- Description of all planned décor (exposed flames are not permitted)
- A description of the entertainment (pyrotechnics of any kind are strictly prohibited)
- A list of all vendors and sub-contracted vendors with contact's name and phone number
- A list of individuals needing access to the Murphy prior to the start of the event, excluding approved and sub-contracted vendors' employees (i.e. Bridesmaids, groomsmen, speakers)
- Provide load-in and load-out schedule for all vendors and sub-contracted vendors
- All vendors/sub-contracted vendors are required to provide their power requirements
- Request to use valet services detailing payment option (Licensee covers expense or guest covers expense) and payment if applicable

## **PUBLICATIONS**

All publications, including invitations of any kind, using the term ACS or the Murphy must be approved in writing by the Event Coordinator prior to publication and distribution. The Event Coordinator will require 48 hours for approval. The use of either of these names is prohibited without written consent.

#### **ACS EQUIPMENT**

- 520 Chairs - complimentary
- 320 Removable Chairs
- 200 Fixed Chairs (balcony)
- Basic Sound System - complimentary
- Includes: 1 wireless microphone and house sound system
- Podium - complimentary
- Wireless Internet Access - additional fee of \$300

#### **OTHER EQUIPMENT**

Any other equipment needed for the event, but not offered by ACS, must be rented through an approved vendor. The ACS assumes no responsibility for items rented by the client. The client will be held solely responsible for all rental equipment.

#### **COATROOM**

A coatroom is available upon request for an additional fee. This fee is due to the Event Coordinator ninety (90) days prior to the event. Licensee must request this service with the Event Coordinator; it will not be automatically provided.

The ACS will not be held liable for any damaged or lost items.

#### **SECURITY**

Three security officers will be provided for every event during the contracted hours.

#### **PARKING**

Valet Parking is available for an additional fee upon request.

#### **ILLEGAL SUBSTANCES**

Use of illegal substances is strictly prohibited. In the event of such use, the proper authorities will be notified, and the ACS reserves the right to terminate the event immediately. The client will forfeit any right to a refund.

#### **SMOKING**

No smoking is permitted on the grounds of the Murphy.

#### **MISCELLANEOUS**

No animals of any kind are allowed in the Murphy, except for those assisting the handicap.

#### **FORCE MAJEURE**

The performance of the Agreement by either party is subject to acts of God, war, government regulations, disaster, strikes, civil disorders, or other emergencies making it illegal or impossible to substantially perform this Agreement.

#### **INDEMNITY**

The Licensee agrees to indemnify, defend, and hold harmless the ACS and its officers, agents, members, employees, and affiliates, from and against all loss, claims, demands, causes of action, injury, death, illness, liabilities, expenses, including reasonable attorney's fees and costs arising from any claim arising out of or resulting from, in whole or in part, any action or omission of Licensee or its agents, employees, contractors, exhibitors, guests, or attendees. ACS shall have the right to employ its own counsel and to assume its own defense in connection with this indemnification, but the reasonable fees and expenses of such counsel shall be borne by the Licensee and shall be paid when due.

The information listed above is for informational purposes only. Any use of Murphy is subject to execution of the ACS License Agreement, the terms of which supersede the above information.