

Sponsorship Levels of Venue Rentals at PLU during the Academic Year

Events Sponsorship Request Forms must be completed for each contract.

The form can be found at:

www.plu.edu/hospitality/event-sponsorship-request-form

External - An event presented for the benefit of the entity's constituents

- Proceeds, contractual obligations, and participants are solely entity's.
- Affinity or some relationship may exist with a PLU individual or department, but not required.
- Fees paid to PLU
 - Venue – 100%
 - Labor for venue setup – 100%
 - Stage Services – 100%
 - Media Equipment/Labor - 100%/100%
 - Catering – 100%
- Insurance – entity issues insurance naming PLU as additional insured for all liability. PLU assumes no liability.
- Management of Venue – PLU Hospitality Services at 100%

Hosted – Strongly affiliated, non-profit organization presents program for the benefit of its constituents and interests.

- Ticket sales, proceeds, contractual obligations, and participants are solely entity's.
- PLU community members receive a discount or reciprocal donation.
- Fees paid to PLU
 - Venue – 66%
 - Labor for venue setup – 100%
 - Stage Services – 100%
 - Media Equipment/Labor - 66%/100%
 - Catering – 100%
- Insurance – entity issues insurance naming PLU as additional insured for all liability. PLU assumes no liability.
- Management of Venue – PLU Hospitality Services or PLU sponsoring department at 100%

Partnered – Defined with two options.

- 1. A program or meeting co-presented by a PLU department to directly benefit students or PLU initiatives. The PLU presentation is possible only through partnership with another non-profit entity. 100% of proceeds go to PLU.**
- 2. A non-profit organization structured for the benefit of a certain profession that**
 - a. consists of PLU department/staff as members**
 - b. presents an event for the benefit of those professionals with the sole intent of improving their knowledge and development in their field.**

The organization collects attendance fees strictly for the purpose of reimbursement of event expenses.

Internal – PLU owns and manages the event for class or programmatic purpose.

- PLU hosting department pays 100%
- 100% of proceeds go to PLU.
- Fees paid to PLU
 - Venue – 0%
 - Labor for venue setup – 0%
 - Stage Services – 100% of materials, labor and damages for ticketed events.
 - Media Equipment/Labor - 0%/0%
 - Catering – 100%
- Insurance – PLU assumes no liability.
- Management of Venue – PLU hosting department onsite to manage venue, event and crowds at 100%.