

**Sponsored Commercial Activity Request Form
College of Charleston- Office of Student Life**

CONTACT INFORMATION

Sponsoring Department/Student Organization/Company Name _____

Contact Person _____ Advisor Name (*Student Organizations Only*) _____

Mailing Address _____ City _____ State _____ Zip _____

E-mail Address _____ Phone _____ Fax _____

EVENT INFORMATION

Please check the box next to each item that applies to your event.

Sale of Items at a Table Sale of Food/Beverage Sale of Items bearing the College of Charleston logo

Other (*please explain*) _____

Detailed Description of Event

Please describe ALL items to be sold. You may attach additional information on items to be sold to the request form.

FACILITY REQUEST

Stern Center Lobby Lightsey Center Lobby Lightsey Center Courtyard Cougar Mall George Street*

Stern Center Ballroom** Stern Center Garden** Stern Center Theater** Stern Center Meeting Room**

Stern Center Conference Room**

****Please complete a George Street Closure Request form available in the Office of Student Life.***

*****Please complete a Facility Reservation Request form available in the Office of Student Life.***

CONTACT PERSON SIGNATURE

I have read and understand the Sponsored Commercial Activity Request Form Guidelines and the Commercial Vendor Agreement and agree to comply with these guidelines.

Signature _____ Date: _____

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OFFICE USE ONLY

Location of Event: _____

Fee Amount Paid: _____ Receipt Number: _____ Date: _____

Director of Student Life (or designee) Signature: _____ Date: _____

Catering Services Signature (if food/beverage sold): _____ Date: _____

College of Charleston
Commercial Vendor Agreement

This agreement for vendor sales on College of Charleston campus is made this ____ day of _____, 20__, between College of Charleston and _____ (herein referred to as Vendor). During the dates of _____ College of Charleston Student Affairs will provide space for this vendor under the following guidelines:

- 1) Vendor complies with all College of Charleston Sponsored Commercial Activity guidelines and all applicable city, state, and/or federal requirements.
- 2) Vendor confirms that he/she has the legal right to sell the merchandise and that the merchandise may be legally sold in the state of South Carolina.
- 3) Vendor provides copy of its retail business license, a Federal ID number, and must furnish verifiable personal and company or organization identification.
- 4) College of Charleston reserves the right to require a certificate of \$1 million general liability insurance, and names College of Charleston as additional insured unless specifically waived.
- 5) Vendor shall defend, indemnify and hold harmless College of Charleston, its officers, employees, and agents from and against any losses and expenses, claims, suits, or other liability including product liability resulting from injury to any person or damage to property arising out of or in any way connected with the Vendor's exercise of this Agreement, provided such injuries to persons or damage to property are due to the acts or omissions of vendor, its officers, employees or agents, or the products manufactured or sold by them.
- 6) Vendor in the capacity of a seller is not acting as an employee or agent of College of Charleston and shall make no representations which may indicate an endorsement or guarantee by College of Charleston of merchandise sold.
- 7) Upon approval, Vendor shall be issued a Commercial Activity Permit that specifies the date and location for the sale of merchandise, and which must be posted at the vending site during all times the vendor is on campus.
- 8) Vendor must prominently display at all times their policy regarding returns, refunds, and/or exchange of merchandise.
- 9) If Vendor violates the Commercial Vendor Agreement, or any law applicable to Vendor's activities at College of Charleston, this Agreement shall be terminated and the Commercial Activity Permit revoked.
- 10) This Agreement shall automatically terminate on the end dated listed above.
- 11) Parking is not provided by the College of Charleston and is the responsibility of the Vendor.

Vendor
Printed Name _____

Signature _____

Date _____

College of Charleston
Printed Name _____

Signature _____

Date _____