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## UNIVERSITY CONTRACT AWARD

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DATE ISSUED: August 1, 2017

COMMODITY: **Hartford Catering, Lodging and Venue Providers**

CONTRACT#: UC-17-KA012317-81

FOR: University of Connecticut

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Payment Terms: Net 30

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TERMS OF CONTRACT:

- A. The University of Connecticut or using agency will issue either an individual purchase order or a blanket purchase order for services.
- B. The term of this contract shall be from August 1, 2017 to June 30, 2020 with options to renew for two (2) additional one (1) year terms.

1 <sup>st</sup> Extension	7/1/2020 to 6/30/2021
2 <sup>nd</sup> Extension	7/1/2021 to 6/30/2022

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**Purchasing Agent:**

Kristin Allen

(860) 486-0970

Email: [kristin.allen@uconn.edu](mailto:kristin.allen@uconn.edu)

**Spotlight Theatres Front Street**

Services: Catering and Venue Usage

156 Peachtree East Center, Suite 230

Peachtree City, GA 30269

Contact: Trina Gallo

Phone: (860) 422-7712

Email: [trina@spotlighttheatres.com](mailto:trina@spotlighttheatres.com)

**Cancellations:** The University reserves the right to cancel, add or reschedule dates and times with 24 hour notice prior to the event or catering requirement to the Contractor, without penalty. The Contractor must attempt to accommodate rescheduled dates provided by the University, if any.

Catering prices are per the current published catering menu less a 10% discount.

Venue Rates

<b>Venue Accommodation</b>	<b>Requested Information</b>
1) Small Room: Up to 25 guests	<b>Private Dining Room</b>
Provide size of room(s) available	
Maximum Capacity	<b>33 people seated</b>
Room Cost	<b>\$250 for 8hours</b>
Venue Set-Up Scenarios room(s) can accommodate (See A - E below and indicate)	<b>Can accommodate A, B(T set up, C and E</b>
2) Midsized Room: Between 25 - 75 guests	<b>Main Dining Room, Theaters thru 4</b>
Provide size of room(s) available	<b>Main Dining Room 133</b>
Maximum Capacity	<b>Theater 1 245, Theater 2 225, Theater 3 90 and Theater 4 140</b>
Room Cost	<b>starts at \$150 to \$2,000</b>
Venue Set-Up Scenarios room(s) can accommodate (See A - E below and indicate)	<b>Main Dining A,B, C, and E Theaters D</b>
3) Large Room: Greater than 75 guests	<b>Main Dining Room, Theaters thru 4</b>
Provide size of room(s) available	<b>Main Dining Room 133</b>
Maximum Capacity	<b>Theater 1 245, Theater 2 225, Theater 3 90 and Theater 4 140</b>
Room Cost	<b>starts at \$150 to \$2,000</b>
Venue Set-Up Scenarios room(s) can accommodate (See A - E below and indicate)	<b>Main Dining A,B, C, and E Theaters D</b>
<b>Venue Set-Up Scenarios</b>	
<p><b>A. Conference and Hollow Square:</b> Appropriate for interactive discussions and note-taking sessions for fewer than 25 guests and equipped with full scale audiovisual capabilities, a white board and a flip chart. Includes additional available space for food service.</p>	
<p><b>B. E-shape, U-shape and T-shape:</b> Appropriate for groups of fewer than 40 guests. These are best for interaction with a leader seated at the head of the setup. Full scale audiovisual equipment is set up at the open end of the seating with available white board and a flip chart. Includes additional available space for food service.</p>	
<p><b>C. Ovals and rounds:</b> Generally used for meals and sessions involving small and mid-sized group discussions. A five-foot-round table seats eight people comfortably. A six-foot-round table seats ten people comfortably. Full scale audiovisual equipment is set up in the front end of the seating with available white board and a flip chart. Includes additional available space for food service.</p>	
<p><b>D. Ballroom/Auditorium/Theater:</b> Appropriate for large sessions and short lectures that do not require extensive note taking. Includes additional available space for food service.</p>	
<p><b>E. Breakout Meeting Rooms:</b> A boardroom or theater style set up may be used. This is a setup to use before breaking into discussion or role-playing groups because chairs can be moved. Includes additional available space for food service.</p>	
<p><b>If food is purchased with rooms then room fee is removed. During events there is a 5% booking fee and 18% gratuity added.</b></p>	