

Questions?
 reservations@digitalworlds.ufl.edu
 (352) 294-2020

UNIVERSITY OF FLORIDA
 DIGITAL WORLDS INSTITUTE
 Confirmed Reservation
AGREEMENT with ESTIMATE of Charges

For Office Use Only
 Event Code _____
 Paid _____ Enc _____
 Final Payment _____
 Complete _____

Group _____ Date _____
 Event _____
 Start Date: _____ Arrival Time: _____ Start Time: _____
 Finish Date: _____ Finish Time: _____ Departure Time: _____
 Facility: _____
 Type of Usage: _____
 Terms: _____

ESTIMATE OF CHARGES

Unit	Location	Date	Description	Hourly Rate	Amount
				ESTIMATE	

Facility Deposit Agreement

Agree to pay/encumber non-refundable deposit of \$50 or 20% of costs as detailed in the Estimate of Charges, whichever is greater. Encumbrance for full amount (deposit billable immediately) or deposit payment must be received by Digital Worlds Productions.

Vendor ID#0000002513 by _____
 Date _____

UF DEPARTMENTS are required to create a Purchase Order via PeopleSoft for billing purposes.

Please provide the following information. PO# _____ PeopleSoft Chartfields _____

Fiscal Contact: _____ Phone: _____ Email: _____

NON-UF Entities will be invoiced. Checks should be made payable to University of Florida

INSURANCE APPLICATION NEEDED? ___Yes ___No

Applicable Law - The construction and interpretation of the Reservation Agreement shall be pursuant to the laws of the State of Florida.

Indemnification - User shall protect, maintain, save and hold harmless the State of Florida, the Florida Board of Governors, the University of Florida Board of Trustees, and

the University of Florida Digital Worlds Institute, their officers, agents, servants and employees from and against any and all claims, demands, expense and liabilities arising

out of injury or death to any person, or the damage, loss or destruction of any property which may occur in or about the Facility (including any portion thereof which User

has not been given the right to occupy or use pursuant to the terms of this Reservation Agreement) or which may arise or in any way grow out of any act or omission of User,

its agents, subcontractors, servants, employees, invitees and patrons' use and occupancy of Facility.

Copyrights and Royalties - User agrees to assume all costs arising from the use of patented, licensed, trademarked, franchised, or copyrighted music, materials, devices,

processes, or dramatic rights that may be incurred as a result of any performances presented during the event. User agrees to indemnify, defend and hold harmless the State

of Florida, the Florida Board of Governors, the University of Florida Board of Trustees, and the University of Florida Digital Worlds Institute from any claims or costs, including

legal fees, which might arise because of the use or claimed use of such material.

Estimate of Charges - User understands that this is only an Estimate and that if parameters vary, User's final charges may also vary from this Estimate.

Cancellation and Refunds will be billed in accordance with the DW Policies and Procedures found at www.digitalworlds.ufl.edu/resources/docs/DWFacilitiesManual.pdf

 Authorized Signature Name (Please Print) Title Date

Please submit this form via: **FAX**-(352) 294-2084 **EMAIL**-reservations@digitalworlds.ufl.edu
POST-Digital Worlds Institute, POB 115810, Gainesville, FL 32611-5810

For Office Use Only

 DW Signature for Approval Name (please print) Title Date