



Policies and Procedures Manual

Title: Conference Services - Deposit and Payment Policy
Policy Administrator: Director of Conference Services and Hogan Center
Effective Date: Jan-04-2010
Approved by: Vice President for Administration and Finance

Purpose:

This document is intended to inform external, private clients of the Conference Services Department of the policies and procedures regarding deposits and payments for events held within the Hogan Campus Center and for summer camps held at Holy Cross.

Policy:

1.0 Deposits For Events Held in the Hogan Campus Center

The Conference Services Department requires a \$500.00 deposit for any personal or social event. This deposit is nonrefundable unless an equivalent piece of business is booked into the space and times which were canceled.

1.1 Purchase Orders from State and Governmental Departments

State/Governmental departments that are not allowed to give deposits or pre-payments per statute, must give the Conference Services Department a purchase order.

2.0 Pre-payments for Events Held in the Hogan Campus Center

The Conference Services Department requires pre-payment of the estimated balance due, net the deposit, on personal or social events two days prior to the event.

2.1 Direct Billing

Existing clients booking conference or meeting space can establish a direct bill account after establishing a prompt payment history.

3.0 Deposits for Summer Camps

The Conference Services Department requires the following deposit schedule for summer camps held at Holy Cross:

- 50% deposit due two weeks prior to the beginning of camp
- Additional 25% due on opening day of camp

3.1 Failure to Meet Schedule

Failure to meet the deposit schedule will result in a penalty deemed appropriate by the Conference Services Department.

4.0 Payments

The Conference Services Department requires payment in full upon receipt of the invoice generated after an event or camp has taken place.

4.1 Payment Prior to Event

For those clients who have been delinquent in the past, Conference Services may require payment in full before the next scheduled event.

Procedures:

1.0 Contract/Preliminary Invoice

Contractual license agreements are established at the time of booking for all events and summer camps. Those events requiring a pre-payment will be given a preliminary invoice upon receipt of their guaranteed number which is due 4 working days in advance of the event. This is only a preliminary invoice and the final invoice produced after the event will serve as the final record of all charges and pre-payments.

Forms:

Title
Title

Related Information:

Title
Title

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