
UNIVERSITY CONTRACT AWARD

DATE ISSUED: July 1, 2017

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

CONTRACT#: UC-17-KA012317-8F

FOR: University of Connecticut

Payment Terms: Net 30

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 July 1, 2017 to June 30, 2020 with options to renew for two (2) additional one (1) year terms.

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

Purchasing Agent:

Kristin Allen

(860) 486-0970

Email: kristin.allen@uconn.edu

Dining Experiences, LLC dba Marquee Events

Services: Catering and Venue Usage

960 Main Street

Hartford, CT 06103

Contact: Marla Psillas

Phone: (860) 278-4466

Email: mpsillas@marquee-ct.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.

Pricing on following page.

Venue Rates

<i>Venue Accommodation</i>	<i>Requested Information</i>
1) Small Room: Up to 25 guests	Mezzanine
Provide size of room(s) available	4800 sq ft
Maximum Capacity	100
Room Cost	\$500.00
Venue Set-Up Scenarios room(s) can accommodate (See A - E below and indicate)	
2) Midsized Room: Between 25 - 75 guests	Gfox Ballroom or Mezzanine
Provide size of room(s) available	Gfox 3740 sq ft
Maximum Capacity	Gfox Ballroom 300 or Mezzanine 250
Room Cost	Gfox \$1000.00 or Mezzanine \$500.00
Venue Set-Up Scenarios room(s) can accommodate (See A - E below and indicate)	
3) Large Room: Greater than 75 guests	Gfox Ballrom and Atrium
Provide size of room(s) available	Atrium 7000 sq ft
Maximum Capacity	300
Room Cost	Atrium \$2500.00
Venue Set-Up Scenarios room(s) can accommodate (See A - E below and indicate)	
Venue Set-Up Scenarios	
A. Conference and Hollow Square: 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.	yes
B. E-shape, U-shape and T-shape: 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.	yes
C. Ovals and rounds: 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.	yes
D. Ballroom/Auditorium/Theater: Appropriate for large sessions and short lectures that do not require extensive note taking. Includes additional available space for food service.	yes
E. Breakout Meeting Rooms: 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.	No Break out rooms