



West Point

ASSOCIATION OF GRADUATES

Memorandum of Agreement

This Memorandum of Agreement (MOA) outlines the terms and conditions by which the West Point Association of Graduates (WPAOG) Great Hall and the Event POC will work together to plan and execute the Great Hall rental. This MOA is a living document and may be updated as needed.

This Memorandum of Agreement (“Agreement”) is made between:

Client: _____

Address: _____

Cell Phone/Email: _____

Event Date(s): _____

Event Time(s): _____

Estimated Attendance: _____

1. Purpose of Agreement

This Agreement outlines the terms and conditions under which the Great Hall agrees to provide use of the facility and associated services for the Client’s event.

The Client accepts the premises in its current condition and agrees to comply with all facility rules, regulations, and instructions provided by facility staff.

2. Space & Facilities Included

The Client will have access to the following spaces and equipment:

- Rotunda; Great Hall; Patio; Parking in lower lot subject to event size; Caterers’ and Bartenders’ Kitchen; Audio/visual equipment (speakers, microphones, projector, screen); Tables and chairs.

Any additional space or equipment must be approved in writing (area behind fountain and fireplace).

4. Caterers & Vendors

- Only vendors listed on the **Approved Caterers List** may provide food service.
- All third-party vendors (linens; florists, audio/visual, etc.) must be disclosed to your Great Hall representative to include but not limited to the company name, POC, email address, phone number and scope of work 30 days before the event.

6. Client Responsibilities

The Client agrees to:

- Comply with all Venue policies.
- Ensure all guests and vendors follow safety regulations.
- Cover any damages from the event.
- Vacate the premises by the agreed-upon end time.

7. Cancellation Policy/Termination

- The deposit is **non-refundable**.
- Cancellations made within 90 days of the event may incur additional fees as outlined in Venue policy.
- In the event that your event is cancelled by the WPAOG to unforeseen circumstances, such as an act of God or a pandemic, this MOA will be terminated between both parties, and a refund will be issued by WPAOG. If your group chooses to cancel their event for reasons not related to the previous statement, no refunds will be issued.
- The Facility reserves the right to terminate the event or deny access to the premises if the client violates facility rules, engages in unsafe conduct, or poses a risk to persons or property. Refunds will not be issued in such cases.

8. COMPLIANCE WITH LAWS AND INSTALLATION REQUIREMENTS

- The Client shall comply with all applicable federal, state, and local laws, including fire codes, occupancy limits, and any regulations specific to West Point, NY. If the event requires special access, military base clearance, or equipment installation, the Renter must follow all instructions provided by Facility staff or West Point authorities.

9. Liability

The Great Hall is not responsible for:

- Lost, damaged, or stolen property belonging to the Client, guests, or vendors.
- Injuries caused by negligence of guests or vendors.

The Client agrees to indemnify and hold harmless the Venue from all claims arising from the event.

9. Amendments

Any changes to this Agreement must be made in writing and signed by both parties.

10. Signatures

Great Hall Representative:

Name: _____ Signature: _____ Date: _____

Client:

Name: _____ Signature: _____ Date: _____