

PURCHASE ORDER <> <>

H COUNCILL TRENHOLM

STATE TECHNICAL COLLEGE

3920 TROY HIGHWAY

MONTGOMERY

AL 36116

ORDER DATE: 10/21/2002

PO NUMB: 2934

334-420-4200

VEND:

#20004400

TRENHOLM STATE TECH

COLLEGE

1225 AIR BASE BLVD.

MONTGOMERY

SHIP TO: CENTRAL RECEIVING

TRENHOLM STATE TECH

1225 AIR BASE BLVD

MONTGOMERY

AL 36108

AL 36108

ATTN OF: DR PATTON

BUYER: DR GWEN PATTON

COMMENTS: BILLING ADDRESS

3920 TROY HIGHWAY

PHONE: 334 832-9000

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	EXT. TOTAL
001	1	EA	RENTAL OF CULINARY ARTS CENTRE FOR THE 90TH BIRTHDAY CELEBRA- TION OF MRS IDESSA REDDEN REDDEN'S COLLECTION IS HOUSED IN ARCHIVES THE AFFAIR IS TO TAKE PLACE ON TUESDAY, NOVEMBER 19, 2002 FROM 11:30 AM TO 1:30 PM	250.00	250.00
TAX EXEMPT PERMIT: # 1 STATE 51-11449					
ACCOUNT SUMMARY					
2-03-1000-614-20-0600-0000				250.00	

TERMS: NO COD/COLLECT SHIP VIA: SHIPPING MUST BE PREPAID TOTAL: 250.00

PO# 2934

VEND# 20004400

DEAN OF FINANCE

H. Councill Trenholm State Technical College

Type of Purchase

Equipment	()
Supplies	()
Maintenance & Repair	()
Resale	()

P.O. Box 9039
Montgomery, Alabama 36108-3199

Department

Administrative	()
Library	()
Instructional	()
Maintenance	()

REQUISITION

Resale
ARCHIVES---XX

P.O. # 2934 614 W.D. # _____ Vendor # 20004760

Acct.1 2-03-1000-641-20-0600-0000 Acct.2 _____

Acct.3 _____ Acct.4 _____

P.O. Routing

Mail ()

Fax K)

Return ()

The ARCHIVES Dept. is in need of the following Supplies / Services:

Job for ARCHIVES Date 10/2/02

[illegible]

Rec'd 10/4/88

Total	\$250.00
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Requested By:

DR. GWENDOLYN M. PATTON

TRENHOLM STATE TECHNICAL COLLEGE

Vendor Name

1225 AIR BASE BLVD.

Address

MTG'Y., AL 36108

City/State/Zip

(334) 420-4201

Fax Number _____

Grant/Project Coordination

Approval () yes () no

Signature of Hack
Supervisor/Dean

Approval ☒ yes ☐ no

Supervisor/Dean
Johnson

Approval (☒) yes (☐) no

Restricted Prog. Dir/Dean of Finance

Restricted Prog. Dir/Dean of

Approval (☒) yes (☐) no

President

H. COUNCILL TRENHOLM STATE TECNICAL COLLEGE

State of Alabama
County of Montgomery
City of Montgomery

Indemnity and Hold
Harmless Agreement

Whereas, the undersigned wish to rent or otherwise utilize a portion of the campus of Trenholm State Technical College, hereinafter HCTSTC: and

Whereas, HCTSTC is willing to rent or otherwise permit the undersigned to utilize a portion of the campus in accordance with certain written terms and conditions, the receipt of a copy of which is attached hereto hereby acknowledged by the undersigned: and

Whereas, the undersigned wishes to induce HCTSTC to permit the undersigned to said facility: and

Whereas, HCTSTC has agreed to allow the undersigned to utilize said facility provided that said individuals indemnify and hold harmless HCTSTC, HCTSTC's officers and employees, from any and all damages to property or damages to the property of others or personal injury or death to persons which arise from or relate to the use of the campus by the undersigned and the group with which they are affiliated.

Therefore, in consideration of the renting of a portion of the campus by HCTSTC, the undersigned, for themselves, their heirs and assigns, do hereby covenant and agree to hold HCTSTC, its officers and employees, harmless and, further to indemnify HCTSTC, its officers and employees from claims and demands of all individuals, partnerships, corporations and other entities for claims, demands, suits of other causes of action which arise from or relate to the use of said facility by the undersigned or by any person attending the event conducted by the undersigned or the group or club [or which they are affiliated.

Further, the undersigned, individually, shall be responsible for and indemnify HCTSTC from any and all damages to property which arise from or are related to the use of said facility by the undersigned individuals or group with which they are affiliated.

Further, the undersigned shall pay to HCTSTC all costs incurred by HCTSTC in enforcing this agreement including reasonable attorney fees.

THIS the 1ST day of OCTOBER, 2002

NAME: GWENDOLYN M. PATTON

WITNESS: Antoneo J. Brantley

ADDRESS: TRENHOLMTECH ARCHIVES
1225 AIR BASE BLVD.
MTG'Y., AL 36108

TELEPHONE: (334) 420-4475

H. COUNCILL TRENHOLM STATE TECHNICAL COLLEGE (HCTSTC)
RENTAL APPLICATION AND AGREEMENT

We, the undersigned, hereby make request for use of certain portion(s) of the facilities of H. Council Trenholm State Technical College (HCTSTC), and in connection with said request, furnish the following information:

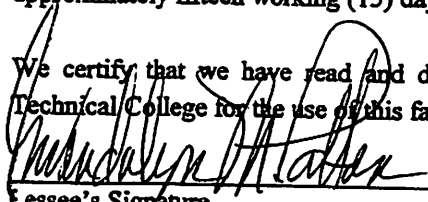
1. We wish to use Patterson Campus: _____
Trenholm Campus: Culinary Arts Centre
2. Date and hours requested: November 19, 2002, 11:30 AM to 1:30 PM
3. Name of group/person: TrenholmTech Archives/Dr. Gwen Patton
4. Address/City/State: 1225 Air Base Blvd.
Mtg'y., AL 36108
5. Contact Person: Dr. Gwen Patton Phone No.: 420-4475
6. Number of people attending (adults or minors): 125 Adults
7. Describe decorations to be used: Chairs set-up in audience style; head table;
podium

INDEMNITY AND HOLD HARMLESS AGREEMENT. As part of this application, and as consideration for the approval of same, the undersigned hereby agrees to indemnify and hold harmless HCTSTC, HCTSTC's officers and employees, from any and all damages to the property or damages to the property of others or personal injury or death to persons which arise from or are related to the use of the facility. The applicant(s) further agrees to execute the attached, INDEMNITY AND HOLD HARMLESS AGREEMENT on behalf of the person or group desiring to utilize the facilities.

The use of facilities will require a deposit of \$350. There is nominal non-refundable payment of \$250. It is understood that this is a necessary expenditure for use of the building and will be deducted from the \$350 deposit. All events must be begin and end within four hours including set-up and breakdown, if additional hours are needed HCTSTC will receive an additional \$50 per hour for each additional hour. The deposit must be received no later than two weeks prior to the event and must be in the form of a certified check or money order. Personal checks and cash are not accepted. *SEE ARTICLE I, SECTION 4-A

The above fee will be deducted from the rental deposit when the deposit is refunded to you. This process will take approximately fifteen working (15) days.

We certify that we have read and do understand all the rules and regulations by H. Council Trenholm State Technical College for the use of this facility, and will abide by the same.


Lessee's Signature

OCTOBER 1, 2002

Date

Administrative Assistant's Signature

Date

President's Signature

Date

JOSEPH DICKERSON CULINARY ARTS AND CONFERENCE CENTRE
II. COUNCIL TRENHOLM STATE TECHNICAL COLLEGE
3085 MOBILE HIGHWAY
MONTGOMERY, ALABAMA 36108

CONTRACT FOR SERVICES

This contract is made this 9th day of OCTOBER, 2002, by and between Trencholm State Technical College (TSTC) and TSTC ARCHIVES/GWEN PATTON (Patron). This event is a live work project conducted by TSTC for the sole purpose of providing relevant occupational training for students, and is work done by students as part of their training program. In accordance with Alabama State Board of Education policy, live work may only be performed for eligible individuals and organizations, which are limited to: tax-supported programs and organizations; active and retired public employees and officials; currently-enrolled students of The Alabama College System; and charitable organizations which are supported by donations. Proof of eligibility must be declared by Patron, and documentation must be attached to this contract.

Patron acknowledges that all work performed in conjunction with this contract will be by students as a part of their occupational training program, and waives any and all rights of any nature against TSTC or any of its employees, officers, agents or students for any liability or damages in conjunction with this event.

In consideration of the mutual covenants and agreements to be kept and performed on the part of said parties hereto, respectively as herein stated, TSTC does hereby agree that it shall provide catering services as described below:

Date of Event: NOVEMBER 19, 2002 TUESDAY

Location: JOSEPH DICKERSON CULINARY ARTS CENTRE

Inclusive Times of Event: from 11:30 a.m./p.m. to 1:30 a.m./p.m.

Menu: MEATBALLS, DRUMMETTES

FRUIT & CHEESE

MINI QUICHE

MINI ROLLS/ MIXED NUTS/PUNCH

Number of Guests to be Served: 125 PEOPLE

Other Services Requested:

Price per Number of Guests Guaranteed: \$5.60

Other Charges:

\$

\$

\$

\$

Sub-Total Charges: \$700.00

Sales Tax: \$100.00

Total Charges: \$800.00

\$

\$

\$

\$

\$

\$

\$

Patron covenants and agrees as follows:

Payment: Patron agrees to pay \$800.00 on this date as a deposit for this event. Patron agrees to pay the entire balance due of \$800.00 no later than NOV. 19, 2002 (date of the event). A full refund of the deposit will be made to Patron if TSTC receives proper notice of cancellation. Proper notification is defined as at least two calendar weeks (14 days) prior to the event. The event will be canceled by TSTC and the deposit forfeited by Patron if all financial obligations are not met by the date of the event or if the event is canceled by Patron less than two calendar weeks (14 days) prior to the contracted date of the event. Notice of calendar modifications of any kind to the scope and size of the event must be provided to TSTC at least one calendar week (seven days) prior to the scheduled beginning time of the event. Additional charges may be incurred as a result of modifications, which must be documented in writing and will be negotiated by TSTC and Patron.

Sales Tax: Services provided by TSTC are subject to state and local sales taxes. Tax exempt organizations must provide proof of tax exempt status prior to the scheduled date of the event.

This agreement shall be binding upon all parties. This agreement shall be enforced under the laws of the State of Alabama. This is the entire agreement, signed in the presence of and on the 9th day of OCTOBER, 2002.

Witness

CHEF MARY ANN CAMPBELL

TSTC Culinary Arts Instructor

Witness

Patron

TSTC Chief Financial Officer
Administrative Approval

TSTC ARCHIVES/GWEN PATTON
Patron Printed Name

Dean of Instruction
(for internal functions only)

TRENHOLMTECH LIBRARY-ARCHIVES
Patron Address