



## LETTER OF AGREEMENT

CORNELL UNIVERSITY and UNIVERSITY OF NEW HAMPSHIRE agrees to the use of their facilities at Shoals Marine Laboratory, Appledore Island (SML), Isles of Shoals, Maine, by INSTITUTION NAME HERE during the period of DATES HERE.

INSTITUTION NAME HERE agrees to pay CORNELL UNIVERSITY for the following fees: **2010 rate (\$) per participant + 2010 rate (\$) per staff** based on # PARTICIPANTS + # STAFF in the group, (to be adjusted, if necessary, depending upon the actual group size) as reimbursement for the use of the facilities at SML and for expenses, including room, board, and program activities.

A non-refundable deposit of: n/a based on: # PARTICIPANTS + # STAFF in the group, is due on: n/a. This deposit is applicable toward the total charge, except that if fewer than n/a people actually comprise the group, the deposit covering the difference between the allocated number of spaces and the actual number of people in the group are forfeited, and will not be credited against the total charge. If the actual number of people in the group is within 10% of the allocated spaces, no deposit will be forfeited.

INSTITUTION NAME HERE agrees to defend, indemnify and hold harmless CORNELL UNIVERSITY and UNIVERSITY OF NEW HAMPSHIRE and their agents and employees from any and all claims of third parties, including those of INSTITUTION NAME HERE agents and employees, arising out of this contract and/or the use of the facilities at the Shoals Marine Laboratory. INSTITUTION NAME HERE shall name CORNELL UNIVERSITY and UNIVERSITY OF NEW HAMPSHIRE as an additional insured on its comprehensive public liability insurance policy as CORNELL UNIVERSITY and UNIVERSITY OF NEW HAMPSHIRE's interests may appear for the duration of the project at least in the amount of \$1,000,000.00 per person, and \$1,000,000.00 per occurrence for bodily injury, and \$100,000.00 per occurrence for property damage. INSTITUTION NAME HERE may be asked to furnish CORNELL UNIVERSITY and UNIVERSITY OF NEW HAMPSHIRE with a copy of said certificate prior to arrival at Shoals Marine Laboratory. This agreement shall be construed in accordance with the laws of New York State.

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(Shoals Marine Laboratory Authorized Signature)

(date)

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(INSTITUTION NAME HERE Authorized Signature)

(date)