

Fields marked with an asterisk (*) are required.

Event Title *

Type or Description of Event *

Responsible Party *

Date *

Time *

No. of Guests *

Main Point of Contact *

Email *

Department and Mail Code or Off-Campus Address

Phone/Extension

Requested Facilities (Check all that apply) *

Table (Dining Room): No charge

Meeting Room A: \$75

Meeting Room B: \$75

Meeting Rooms A and B: \$150

Patio: \$125

Foyer/Lounge: \$90

Main Dining Room: \$125

Dining Room and Lounge: \$215 Dining, Lounge, & Patio: \$340

Entire Facility (Dining Room, Lounge, Patio, and Rooms A and B): \$490

Audio/Video

\$50/room per day

Total Charges for Facilities

Method of Payment (Upon Arrival)

Credit Card

Visa, Mastercard, Discover, and American Express accepted with valid ID

(Charge per facility x No. of Days +

Audio/Video fees)

Purchase Order

A hard copy of the P.O. is required before or at time of purchase with 2 printed and signed receipts

****Group Reservations Policy****

Guests are responsible to provide a minimum guaranteed guest count for their reservation 3 business days prior to their meeting/ event. If you have fewer guests than your guarantee on the day of your event, you will be required to pay the minimum. If you have more guests than your guarantee, you will be charged accordingly.

Reservations during lunch hours pay \$16.00 per person plus room fee.

I have read and agree to the Group Policy