

# TAVERN REQUEST

Please complete this form by including all requested information.

**Submission of this form does NOT constitute a reservation.**

*You will be contacted by University Event Scheduling with confirmation. Incomplete requests will delay scheduling.*

*All requests must be accompanied by an Event Checklist.*

Host Department/Organization \_\_\_\_\_

Department/Organization Account Number \_\_\_\_\_

Authorized Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Event Title \_\_\_\_\_

**Event Type (Please Check One)**

Concert/Show - Seated  Concert/Show - Standing  Dance  Reception  Banquet  Other \_\_\_\_\_

Event Date \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_ Set-up Time \_\_\_\_\_

Expected Attendance \_\_\_\_\_

**Event Participants (Please check all that apply):**

Campus Community (Faculty, Staff or Students)  General Public  Paid Participants  Invitation Only

Admission Fee?  Yes  No Amount \_\_\_\_\_

Catering or Food Service?  None  AU Catering  Off-Campus Vendor\* / Vendor Name \_\_\_\_\_  
\*(contract required)

Are you hosting a non-AU organization?  Yes  No (Please note that rental fees may apply.)

If yes, please name the organization: \_\_\_\_\_

Please describe event in detail \_\_\_\_\_

Indicate your stage / sound / lighting requirements below:

- CD Player
- Microphone(s). How many? \_\_\_\_\_
- Additional Staging. How many pieces? \_\_\_\_\_
- Stage Lighting
- Full Sound System (attach technical requirements / sound rider)
- Other requirements (describe in detail): \_\_\_\_\_

*Some fees may apply based on space, services or equipment associated with the event. Not all set-up configurations are suitable for all spaces. University Event Scheduling reserves the right to relocate your preferred request according to space availability and/or appropriateness. Some fees may apply based on space, services or equipment associated with the event.*

## Signatures

*By signing below, I agree to abide by all University Center and campus regulations regarding the use of space and I agree to restore the space to an orderly condition for the next user. I also recognize that this is a request for space, not a confirmation & that I should not advertise this event until I have received a confirmation from University Event Scheduling.*

\_\_\_\_\_  
Authorized Dept./Organization Rep. Date

\_\_\_\_\_  
Student Organization Advisor Date

\_\_\_\_\_  
Student Union Board Rep. Date

\_\_\_\_\_  
University Center Date