



# BOOKING FORM

## SOM EVENT

### Event Details

Name Of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Room or Space: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Finishing Time: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Clean-up Time: \_\_\_\_\_

Number of People: \_\_\_\_\_ Clean-up Time: \_\_\_\_\_

Require Facilities:  Yes  No Details: \_\_\_\_\_

Require Caterer:  Yes  No Details: \_\_\_\_\_

Require Reception:  Yes  No Details: \_\_\_\_\_

Require After-Hours Access:  Yes  No Details: \_\_\_\_\_

#### Attendees:

- SOM Staff
- Community
- Students
- Faculty

#### Set up:

- Board room
- Theatre
- Other: \_\_\_\_\_
- U-shape
- Cocktail
- Banquet
- Classroom

### Contact Details

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

COA: \_\_\_\_\_

Manager/Director/FAO Name: \_\_\_\_\_

### Authorization

***I understand and authorize the COA to be charged in case Campus Facilities requires cleaning, or there is damage to the furniture, floor, wall, or the room.***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date