**VIKING UNION RESERVATIONS REQUEST**

**DATE(S) OF EVENT:**

**LOCATION REQUESTED:**

**GROUP/ DEPARTMENT/ AS CLUB**

**NAME OF EVENT:**

**PRIMARY CONTACT**

**TYPE OF EVENT:**

**CONTACT PHONE #**

**EVENT START/END TIMES:**

**MAIL STOP/AS CLUB MAIL BOX #**

**ACCESS/SET READY TIME:**

**EMAIL ADDRESS**

**SPECIAL SET UP REQUIRED:**

[ ] YES  [ ] NO

**FOOD:**

[ ] NO  [ ] YES—UNIV. DINING: Please contact the catering office at www.catering.wwu.edu

[ ] YES—NON—UNIV. DINING: Please fill out the catering exempt form at www.catering.wwu.edu

**ALCOHOL:**

[ ] NO  [ ] YES—BANQUET PERMIT REQUIRED (Permit applications are available—VP Student Affairs Office, Old Main 563 & must be requested at least one week in advance)

**PAID PERFORMERS? (A.S. student groups only)**

[ ] YES  [ ] NO  [ ] MAYBE

If yes, see your A.S. advisor to complete contracts.

**ADMISSION:**

[ ] NONE  [ ] $__________

**CHANGE FUND (AS student groups only):**

[ ] YES  [ ] NO

**ESTIMATED ATTENDANCE:**

**EQUIPMENT QUANTITY ADDITIONAL INFORMATION:**

(please use this space to describe your event)

- TABLES
- CHAIRS
- SCREEN
- PODIUM
- STAGES
- EASLES
- COAT RACKS
- TV/DVD/VCR
- LCD PROJECTOR (AS groups only)
- LAPTOP (VU/AS Board only)
- TECHNICAL SUPPORT
- BUTTON MAKER (1 1/4, 2 1/4)
- BUTTONS

By signing this agreement, I agree to abide by the Policies & Procedures pertaining to this request event and am aware they are available at www.vu.wwu.edu

**SIGNATURE:**

**DATE:**

A SEPARATE RESERVATION FORM IS AVAILABLE FOR ALL EXTERIOR SPACE RESERVATION REQUESTS

VU:2/28/07-KR