

Internal Event Booking Contract

General Information:

Function Date: _____
 Student Group or Org: _____
 Web Site or Face Book Group: _____

Contact Information:

Name of Primary Contact: _____
 Primary Contact Home #: _____
 Primary Contact Work #: _____
 Name of Secondary Contact: _____
 Secondary Contact Home #: _____
 Secondary Work Home #: _____

Function Information:

Doors: _____ pm Dinner: _____ pm
 Speeches _____ pm Dance: _____ pm

Catering by Student Centre Food Service:

Buffet: Plated: Midnight Buffet: Punch: _____ p.m.
 Wine & Cheese Reception: _____
 Wine w/ Dinner (# of Bottles _____) or Corkage (\$2 person + S.O.P.)
 Estimated Number of People: _____
 Hall Rental Package: _____
 Door Deal: _____

Set Up:

Bar: _____ Banquet: _____
 # of Ban Tables: _____ Mez: Reception or Lounge
 Podium: _____ Head Table: _____ Pool Tables: _____
 Stage: _____ Women's Washroom: _____
 Decorations Budget: _____
 Decorations: _____

Disc Jockey:

Staff DJ: _____ DJ Phone # _____
Music Request Format: _____
Cost: _____

Audio Visual Requirements:

Cordless Mic Data Projector Overheads Other: _____

Special Requirements:

Special Entertainment:

Special Set Up Instructions:

Prize/Giveaways:

Agreed Upon Expenses:

**If this is a student group the signatory must be a University or College Advisor and/or the President of said organization.

***If any property of the Student Centre is damaged due to the fault of the undersigned or any said guest of the undersigned, it is agreed to that the undersigned will be responsible for full replacement or repair costs.

(Student Rep)

Student Centre Rep.

(Staff Advisor)

Date