

School of Hotel, Restaurant and Tourism Management
Facility Use Request Form

100 WEST CAFÉ

Gerald Thomas Hall, Room 100W

Requested Date of Event _____ Requested Set-up Time _____ am/pm
Requested Time of Event _____ am/pm to _____ am/pm

Name of Group/Department (Sponsor): _____
Contact Person: _____
Address _____
Phone _____ Fax _____ E-Mail _____
Onsite Event Contact: _____ Phone _____

Describe the nature or purpose of the event: _____

Number of attendees: _____ (Room maximum: seated 72, theater style or standing 100)
Desired room layout: _____ Theater Style _____ Classroom Seating _____ Rounds of 6 or 8
_____ Square 4-top Tables _____ Reception (no seating, 2 high-top rounds)

Will food and/or beverages be served? ____ Yes ____ No
If yes, who will be providing the catering? _____
Please describe the type of food and beverages to be served and the style of service
(ie. buffet, plated dinner, hors d'oeuvres, non-alcoholic beverages)

Note: Sponsor must provide their own linens or rent them from HRTM. Ten days notice is required for HRTM to order linens for an event.

Procedures for Events with Alcohol Service

Will alcohol be requested for this event? ____ Yes ____ No
Type of alcohol requested: ____ Beer ____ Wine ____ Liquor/Mixed Drinks

Certified Servers Provided By: _____
(Certified alcohol servers are required by state law at all events, no exceptions).
Certified servers must bring their certification card along with the state issued ID to Rm. 138 at GT Hall so we can make a copy of it. On the day of the event, certified servers must have their alcohol certification and state issued ID on their person.

By signing this form, we understand that all alcohol consumed within Gerald Thomas Hall must be purchased from the School of Hotel, Restaurant and Tourism Management (no outside alcohol allowed in this building). We also understand that any alcohol that is purchased but not consumed must remain in the possession of the School of Hotel, Restaurant and Tourism Management and cannot be removed from Gerald Thomas Hall. All pricing for alcohol purchases will be determined by the HRTM Director.

Events requesting alcohol must be submitted three weeks prior to the event in order to have event approved and alcohol ordered in time for the event.

100 West Café Room Rental Rate (see accompanying chart for prices) _____

Sponsor agrees to: provide any technology needed other than computer and projector/screen, return furniture returned to original position, clean up as necessary, repair or replacement any damages or losses to the 100 West Café as a direct result of the event. If the room is not cleaned satisfactorily, a \$50 fee will be charged.

Signature of Sponsor _____ Date _____ Index Number _____

TO BE COMPLETED BY HRTM:

HRTM Responsible Party: _____

Jean Hertzman, Director	Approved ____	Disapproved ____	Date
John Hartley, Lab Manager	Approved ____	Disapproved ____	Date