



UNIVERSITY  
OF MANITOBA

Physical Plant, Caretaking Services  
750 Bannatyne Ave.  
Winnipeg, Mb, R3E-0W2  
Phone: (204) 789-3792  
Fax: (204) 789-3933

### SET-UP REQUEST FORM

Order date: \_\_\_\_\_  
 Reservation number: \_\_\_\_\_ Date of the event: \_\_\_\_\_  
 Time of the event: \_\_\_\_\_  
 Organization / Department name: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  
 E-Mail address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of the event: \_\_\_\_\_  
 Location of the event: \_\_\_\_\_  
 Set-up requested: banquet, boardroom, staff meeting, other \_\_\_\_\_

Number of people: \_\_\_\_\_

FOAP NUMBER:            F            O            A            P  
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HSC - PO# or Cost Centre \_\_\_\_\_

Food Service provider: \_\_\_\_\_

For table cloths, please make arrangement with food service provider.

Billing rates are as follows:  
 Daily chair rental, set-up and take down            \$ 1.10 per chair  
 Daily Round tables rental, set-up and take down        \$ 8.80 per table  
 Daily Rectangular tables rental, set-up and take down    \$ 5.50 per table  
 Daily coat racks    \$ 5.50 per rack

Extra caretaking services outside of regular hours are extra.

Changing set ups must be arranged in advance.

Set-up requests need to be scheduled in advance.

Please provide diagram for your set up.