



EVENT SET UP REQUEST FORM

Order date: _____ Start Date of the event: _____
Time of the event: _____ End Date of the event: _____
Organization / Department name: _____
Contact person: _____
E-Mail address: _____
Contact person phone number: _____ Fax: _____
Cell phone contact on day of the event: _____
Name of the event: _____

Location of the event: _____

Please Note: Room must be booked separately through Room bookings or Astra.

Room Booking Reservation number: _____

Set-up requested: ☐ banquet, ☐ boardroom, ☐ staff meeting, other _____

Number of people: _____

☐ External Customer FEE BASED ☐ Existing Account number with U of M _____
HSC - PO# or Cost Centre _____
Billing Address: _____
City: _____
Postal Code: _____

☐ U of M Student event NO CHARGE
☐ U of M Internal customer FEE BASED

CHARGE TO FOAPAL NO. (MANDATORY TO PROCEED for Internal customers):

F	O	A	P	A -optional	L-optional

SIGNING AUTHORITY: _____ SIGNATURE: _____

DEAN/DEPARTMENT HEAD (if req'd): _____ SIGNATURE: _____

Food Service provider: _____

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

Billing rates are as follows:

		Qty
Daily chair rental, set-up and take down	\$ 1.50 per chair	_____
Daily Round tables rental, set-up and take down	\$ 10.00 per table	_____
Daily Rectangular tables rental, set-up and take down	\$ 7.50 per table	_____
Daily coat racks	\$ 8.50 per rack	_____

Please Note: New Billing rates are valid for Requests completed as of July 1st, 2014

Please note: Physical Plant Bannatyne requires 48 hours notice for any event.

Extra caretaking services charges are added for events outside of regular hours.

Changing set ups must be arranged in advance.

Please provide diagram for your set up.