

APPLICATION FOR RESERVATION OF CAMPUS FACILITIES

For celebrations and other private events

UC DAVIS
**CONFERENCE AND
EVENT SERVICES**

(office use only)

CES Coordinator: _____

NOTE: Please type or print legibly. All information MUST be completed. An incomplete application will result in processing delays.

EVENT INFORMATION

Event Title: _____

Facility (s): _____

Event Date (s): _____

Res Time: _____

Event time from start to finish; include catering & decorating time.

Package:

☐ 3 Hr Package (Gazebo Only)

☐ 6 Hr Package

☐ 10 Hr Package

☐ Other: _____

NOTE: The package you choose must accommodate cater time, decorating time and the event.

Attendance: _____

Type of Event:

☐ Wedding Ceremony and Reception

☐ Wedding Ceremony Only

☐ Wedding Reception Only

☐ Anniversary

☐ Reunion

☐ Memorial Service

☐ Other: _____

Catering:

☐ University Catering

☐ Non-University Registered Caterer

☐ Name of Caterer: _____

☐ Potluck(Lodges only)

Insurance:

☐ I will provide a certificate of insurance from my insurance carrier.

☐ I will purchase special event liability insurance from the University.

Applicant's Affiliation: NOTE: please check one; proof of affiliation required

☐ Registered UCD Student

☐ UCD/UC____ Alumni, Class of 19____/ 20____

(Alumni other than UCD must join the UCD Alumni Association; call 752-0286 for info)

☐ UCD Faculty (minimum 50 % appointment)

☐ UCD Staff (minimum 50% appointment)

☐ UC Retiree

☐ Not affiliated with the University (NUD applies)

APPLICANT/PERSON FINANCIALLY RESPONSIBLE:

Last First MI

Address City Zip

Home Phone & Work Phone Fax Number

E-mail

Please complete the following for weddings: Bride/Partner:

Last First MI

Address City Zip

Home Phone Work Phone

E-mail

Groom/Partner:

Last First MI

Address City Zip

Home Phone Work Phone

E-mail

NOTE: No facility reservation(s) will be made prior to submission and approval of this application.

CLIENT SIGNATURE:

Signature of Applicant/Person Responsible

Date

APPROVED FOR UNIVERSITY USE BY:

Signature of Manager, Conference and Event Services

Date