



APPLICATION for RESERVATION of ALUMNI HOUSE

Contact the reservations office at 510.900.8228 or reservations@alumni.berkeley.edu.

RESERVATION

Event / Meeting Name: _____ Date(s) of Event: _____

Event Time(s): from _____ a.m. p.m. to _____ a.m. p.m. Estimated Number of Attendees: _____

Are attendees required to pay any fees/donations for this event? Yes No

Affiliation: Campus Department CAA Member # _____ Alumni Group None/Public

Event Contact: _____ Email: _____ Phone: (____) _____

Organization: _____ Address: _____

Facility Access Time(s):

Toll Room from _____ a.m. p.m. to _____ a.m. p.m.

Bechtel Room from _____ a.m. p.m. to _____ a.m. p.m.

Patio from _____ a.m. p.m. to _____ a.m. p.m.

Kitchen from _____ a.m. p.m. to _____ a.m. p.m.

FOOD & DRINK

Will alcohol be served? Yes No Caterer: Alumni House* Professional Other

For Alumni House catering, please indicate selections. *Refer to the food section on the rental rates sheet for pricing.

Food for _____ people Serving Time: _____ a.m. p.m.

Bagels & Cream Cheese Breakfast Tray Fruit Cheese & Crackers Cookies Vegetable Tray

Snacks (*chips, crackers, pretzels*)

Drinks for _____ people Serving Time: _____ a.m. p.m.

Bottled Water Water Pitchers Water Dispenser Coffee Decaf Coffee Hot Teas

Hot Cocoa Iced Tea Apple Juice Orange Juice Cranberry Juice Soda

EQUIPMENT & SEATING

Indicate quantity where applicable, otherwise only one piece of equipment is available:

A/V Cart LCD Projector PA System Cordless Mic Corded Mic Mic on Podium

Portable Screen Retractable Screen Wood-burning Fireplace Piano Conference Phone

Whiteboard _____ Laptop(s) (*max. 2*) _____ Easel(s) (*max. 4*) _____ Parking Permit(s)

_____ Chairs (*max. 190*) _____ Cocktail Tables (*max. 3*) _____ Round Tables (*max. 26*)

_____ 4ft. Rectangular Tables (*max. 2*) _____ 6ft. Rectangular Tables (*max. 12*) _____ 8ft. Rectangular Tables (*max. 12*)

_____ Cocktail Tablecloths* (*max. 3*) _____ Round Tablecloths* (*max. 20*) _____ Rectangular Tablecloths* (*max. 33*)

_____ Plastic Tablecloths (*quantity/color/size*) Bechtel Room Tablecloth* **navy blue cloth*

ROOM ARRANGEMENT

If you would like to discuss your event setup, please make an appointment with the Reservations Office. Certain room arrangements may not work for all events. Special requests for room arrangements and furniture are subject to facility approval.

Lecture Banquet with Round Tables Standing Reception Living Room (*couches with coffee tables*)

U-shaped Rectangular Tables Partial Lecture, Partial Living Room Partial Banquet, Partial Living Room

Other (*please describe*) _____

SEND INVOICE TO

Name: _____ Email: _____ Phone: (____) _____

Title/Organization: _____ Address: _____

Return completed form to Alumni House reservations office or reservations@alumni.berkeley.edu.