



Instruction Section:

1. Even after returning this request to the Felix Event Center office, you are **NOT** guaranteed a reservation for the requested facility. **No reservation is guaranteed until you receive confirmation by mail or email.** You should receive confirmation within one-and-a-half to two weeks. Thank you for your consideration.
2. For specific food service needs, contact Hospitality Services once you have confirmation from the Felix Event Center Office.

Request Section:

Name of event _____

Sponsoring department/organization _____ Extension _____

Group representative _____

Event Center area needed _____ Attendance _____

Dates and Times of Event:

Diagram or instructions:

Date(s) of event: _____

(Time) from: _____ a.m./p.m. to: _____ a.m./p.m.

Area ready by:

Ready by time: _____

Guest arrival time: _____

Equipment:

- Chairs for _____ people.
- Tables: 6' _____ 8' _____ 60" round _____
- Easel
- Whiteboard
- Table podium
- Floor podium
- Sound system
- Concessions
- Stage size: _____
- Other: _____

Food Services: Contact the Office of Hospitality Services, (626) 812-3035 after you receive your confirmation.

Office Use Only:

Confirmed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Receiver _____	Rental charge _____
Date ____/____/____	Date ____/____/____	Deposit charge _____
		Account no. _____