



Event Request Form

Please note that completion of this form in no way constitutes an agreement / confirmation of space. This form serves only to advise our office of your interest in hosting an event. Once received, your request will be reviewed by the administration and a final determination will be made based on the scale and scope outlined below.

All events are subject to the Policies of Florida Atlantic University and those of the FAU Club.

Name: _____ Date: _____

Department / Organization: _____

Address: _____ Phone: _____
 _____ Fax: _____

Event Name: _____
 Type of Event: _____

Space Requested: FAU Club The DaVinci Room The Atrium All Rooms

Proposed Date: _____ Proposed Number of Guests: _____
 Proposed Start Time: _____ Proposed End Time: _____

Proposed Room Setup: Banquet Reception Lecture Undecided
 (Please see diagrams for more information)

Give a brief description of your event: _____

Do you wish to serve food at your event? Yes No

Do you wish to serve alcohol at your event? Yes No

Will you require Audio Visual Equipment? Yes No

If yes, please list the equipment you would like to request: _____

What form of payment will you be using: Funds Transfer Check Credit Card

(Please note that full payment will be due prior to the start of your event, based on the fee schedule below. Fees shown are room rental rates only, additional charges apply for food, beverage, equipment, labor, etc.)

	FAU Club	The DaVinci Room	The Atrium*	Package (Atrium & FAU Club)
Internal Clients	\$300 / 4 hours	\$150 / 4 hours	\$400 / 4 hours	\$600 / 4 hours
External Clients	\$600 / 4 hours	\$300 / 4 hours	\$800 / 4 hours	\$1200 / 4 hours

4 hours is the minimum charge – additional fees apply for hours in excess of the minimum