



EVENTS SET UP REQUESTS 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:

Daily chair rental, set-up and take down \$ 1.50 per chair _____ Qty

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.