



## 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 Use:      Banquet      Reception      Lecture

Give a brief description of your event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you wish to serve food at your event?      Yes      No      If Yes, contact Chartwells at <https://fau.catertrax.com/>

Do you wish to serve alcohol at your event?      Yes      No      If Yes, Alcohol Program registration Form Required

Will you require Audio Visual Equipment?      Yes      No

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

TAG Number for payment:

(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*
Internal Clients	\$400/ 4 hours	\$250/ 4 hours	\$400 / 4 hours

4 hours is the minimum charge – \$50 an hour for each additional hour.