

RICHARD TAM ALUMNI CENTER  
REQUEST FORM

Name of Group \_\_\_\_\_

Contact \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

Type of Function \_\_\_\_\_

Room requested: \_\_\_\_\_ Date \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ What time will you start setting up? \_\_\_\_\_

Number in attendance \_\_\_\_\_ Will you charge for admission to event? \_\_\_\_\_

Food to be served? \_\_\_\_\_ Caterer \_\_\_\_\_

Alcohol to be served? \_\_\_\_\_ Who will serve and whose liquor license will use? \_\_\_\_\_

---

Will there be a band or any other type of entertainment? (If so, give name and set up needed) \_\_\_\_\_

---

Number of chairs needed \_\_\_\_\_ Number of tables needed \_\_\_\_\_

Liability insurance provided by \_\_\_\_\_

Copy of liability insurance policy must be presented to Alumni Office two (2) weeks prior to event along with all deposits and room fees. Additional charges will be billed the week after the event. Student organizations must have this form stamped by Student Government showing that they are a recognized student organization.