

## Event Services Request Form

<b>Organization/Department</b>				
<b>Name</b>			<b>Position Title</b>	
<b>Phone</b>			<b>Email</b>	
<b>AR/Cost Center #</b>			<b># of People Attending</b>	
<b>Event/Activity Name</b>			<b>Will you be selling tickets to this event?</b>	
			<b>Yes</b>	<b>No</b>
<b>Date of Event</b>		<b>Start Time</b>	<b>End Time</b>	<b>Set Up By Time</b>
<b>Venue Reserved</b>				
<b>Event Requests (please list event details and requests)</b>				
<b>Event Budget</b>			<b>Event Estimate</b>	

**Please Note:** This is only a request and not a contract for your space. If your request is approved, a reservation confirmation will be emailed to you, and production meetings will be setup to make adequate plans.

**Student Organizations:** After booking the space for your large event, please go to <https://niu.collegiatelink.net/> to fill out a Huskie Link Event Submission form with the complete details of your event. A mandatory Production Meeting with HSC staff is required one week prior to large student events hosted in the HSC.

**Policies:** The Holmes Student Center Policies and Procedures are posted on our website for your review. All clients will be held accountable to those policies. Please direct any questions or concerns to HSC management. Fees may apply for services, same day requests, and no shows.

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By signing this document, I acknowledge that I have read and fully understand all Holmes Student Center, On Campus Social Event, and Events and Conference Services Policies and agree to hold my group accountable to them while utilizing space on Campus.

**Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**For Office Use**

Received By: \_\_\_\_\_ Date & Time: \_\_\_\_\_ Confirmation Emailed On: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

Production Meeting Date: \_\_\_\_\_ 8/17