

# AON Center

## THE AUDITORIUM RESERVATION REQUEST FORM

### Contact Information

Today's Date:	
Tenant Name:	
Contact Name:	
Direct Phone #:	
Email Address:	

### Event Information

Date of Event:	
Start Time:	
End Time:	

### Set-Up Requirements

Audio/Video Conf.:	
Tables Needed:	
# of Tables:	
Catered? If so, by who?	
Additional Details:	

### Authorized Signature:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 48 hour advance notice is needed for all reservations.
- The Auditorium is not reserved until a signed copy of this form is delivered to the Office of the Building. By signing this form you acknowledge that you have read and understand all charges associated with renting the Auditorium. (See Attached).
- 24 hour written cancellation is required. All charges will apply without 24 hour cancellation.

\_\_\_\_\_ By initialing this line, I hereby acknowledge that canceling my reservation in the Auditorium within 5 business days of my meeting, will result in a \$50 fee. If I cancel within 24 hours, all charges will apply.