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| **William James Hall** | *Updated 3/9/17* |
| **Event Space Request Form** |  |

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| EVENT SPACE REQUEST FORM MUST BE SUBMITTED TO NW BUILDING OPERATIONS **AT LEAST TWO WEEKS PRIOR TO THE EVENT DATE**. |
| *Please note that event space requests are processed on a first-come, first-served basis dependent upon availability and according to the date of receipt of the completed Event Space Request Form, Guidelines and Agreement Form and deposit check or billing code.The requestor will receive an official email confirmation once this form has been processed and the reservation is in place.* |
| **Please note that all fields are required. Incomplete forms will be removed from the queue and returned to requestor for completion which will delay request and possibly result in unavailability of requested space.** |
| **Event name** |
| **Event day and date (year included)** |
| **Number of attendees (750 limit)** |

**Event Description *(Please provide a description of the event.)***

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| **Is music part of this event?** | **Is dancing part of this event? Is food part of this event?\*** |
|  | ***\*Please contact Crimson Catering for food service (496-6000).*** |
| **Departmental sponsor or official Harvard student group name** | |
| **Group Mailing Address** | |

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| **Harvard affiliation *(circle one)*** |
| **Harvard student group - undergraduate or graduate (please specify) FAS Member Harvard Non-FAS** |

**Undergraduate Student groups: *Has your event been approved by the Office of Student Life?* Yes No**

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| **Event coordinator name (THIS PERSON MUST BE PRESENT AT EVENT)** |
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| **Email address Phone** |

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| **Deposit** |
| ***All reservation requests must include a Harvard departmental billing code OR deposit check. Checks should be for $250 and written to Harvard University. Please note that reservation requests can only be processed if a billing code or deposit check accompanies this form. Cash is not accepted.*** |
| **Check Number** |
| **Billing Code *(use numbers only, no x's)*** |
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| **Room(s) requested (Check all that apply.) *\*Food and beverages not permitted.*** | | | |
| **B1\* (136 seats)** | **1305\* (40 seats)** | |
| **B4\* (26 seats)** | **1550\* (35 seats)** | |
| **105\* (59 seats)** |  |
| **303\* (20 seats)** |  |
| **401\* (30 seats)** |  |
| **950\* (24 seats)** |  |

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| **Set-up and break-down schedule** | |
| **Set-up start time** | **Breakdown end time** |
| **Event start time** | **Event end time** |

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| **Outside Vendor Equipment/furniture delivery schedule:\*** | |
| \*If you are renting furniture, lighting or sound equipment from an outside vendor, please indicate the desired delivery/pick up schedule below. **Note that delivery prior to event date must be approved by William James Hall.** | |
| **Furniture drop-off date and time** | **Equipment drop-off date and time** |
| **Furniture pick-up date and time** | **Equipment pick-up date and time** |

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| **Additional Lighting and/or Sound Equipment** |
| Will you employ additional lighting or sound equipment? |

Yes\* (\*If yes, please see "Electrical Support" below) No

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| **Electrical Support (This service is separate from audio/visual support. A/V support description is in next section.)\*** |
| \*Events with additional power cords, lighting or sound equipment may require the assistance of a designated electrician. Please contact Mark Hilsinger at [mark\_hilsinger@harvard.edu](mailto:mark_hilsinger@harvard.edu) to discuss your electrical needs once you receive a reservation confirmation. |
| **yes (request electrician) no electrician needed** |

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| **Audio/Visual Support\*** |
| \*You must contact NW Media & Technology Services before using any audio/visual equipment installed in NW space. Please contact [nwmedia@fas.harvard.edu](mailto:nwmedia@fas.harvard.edu) or at 495-5775 as soon as you receive a reservation confirmation. |

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| **Decorations, signs & wall hangings** |  |
| Please note that all decorations, signs and hangings that are NOT free standing, must be mounted by Northwest Building Operations Staff. Arrangements for this work must be made at least two weeks prior to the event. Late requests will be accommodated depending upon staff availability. | |
| **Yes, I have decorations and/or signs that will need to be mounted** | **No wall-mounted decorations or signs will be used at the event** |

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| **Floor plan attached?** | Yes No\* |
| *\* Please note that a completed floor plan is due to Jesselynn Opie at least two weeks prior to the event date.* | |

**Additional details, comments or questions?**

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| ***Office use only:*** |
| Submission date Notes: |