



Clement's Place Request Form

Office of Reservations and Special Events

350 Dr. Martin Luther King Jr. Blvd, Newark NJ 07102
Phone (973)353-2783 | Fax (973) 353-5912 | Email resv@newark.rutgers.edu

Prior to submitting this form, you must receive approval from Wayne Winborne,
Executive Director of the Institute of Jazz Studies at wayne.winborne@rutgers.edu

Event Title: _____ Event Date(s): _____

Reservation Time (including setup & breakdown time): _____ Estimated Attendance: _____

Event Time (if different): _____ Percentage of Rutgers Affiliated Guests: _____

Client/Department: _____ Contact Name: _____

Email: _____ Phone: _____

Brief Event Description: _____

Timeline of Activities Planned During Event (please attach agenda if relevant): _____

Yes ☐ No ☐ Working with any external vendors?

Please specify: _____

Yes ☐ No ☐ Will alcohol be served or sold?

If yes, a bartender is required. Please work with Wayne Winborne to schedule staff.

Yes ☐ No ☐ Will services and/or merchandise be sold?

Yes ☐ No ☐ Will the event be advertised off campus?

Yes ☐ No ☐ Is the event open to the public?

Yes ☐ No ☐ Will admissions/donations be collected?

Yes ☐ No ☐ Is media expected to be at your event?

Yes ☐ No ☐ Will tickets be sold at the door?

Yes ☐ No ☐ Will there be a live band?

Contact Wayne Winborne for details.

Yes ☐ No ☐ Will you have any food or catering at your event? If so, please select who will provide the food:

(Certificate of Liability Insurance is required for caterers who are contracted to do business in Rutgers facilities.)

Gourmet Dining (973) 353-5997

Other Caterer: _____

Please list any special VIPs who may be attending the event:

Set-Up Type (please select one): Theater/Row

Reception

General Equipment & A/V Equipment Needed:

Lectern

PA System Clement's Place

Laptop

Wired Mic

Use of TV Monitors

Background Music

Food Table(s)

Please list any additional general or technical needs or a suggested layout. Please be aware that additional equipment not listed on this form may require rental from an outside company. For details or guidance, please contact the Office of Reservations and Special Events at 973-353-5568 or resv@newark.rutgers.edu.

Additional Notes: _____

As an authorized representative of _____, I certify to the best of my knowledge that the information provided above is accurate and I accept responsibility for the conduct of the group using the facilities, their compliance with time and purpose specified above, any and all charges incurred, and guarantee Rutgers University against personal injury and damage to property, its replacement or repair as necessary. I agree to restore the space to an orderly condition for the next event. I have read and understood the policy statements on robeson.rutgers.edu/orse/policiesandprocedures/ and agree to abide by all applicable policies of Rutgers University and NJ State laws and regulations. I agree that this is a request for space, not a confirmation, and should not advertise this event until receipt of a confirmation document.

Name (Please Print)

Signature

Date