



Reservations and Special Events

Event Request Form

Office of Reservations and Special Events

350 Martin Luther King Jr Blvd., RM 203
Newark, NJ 07102
Phone (973)353-5568 | Email resv@newark.rutgers.edu

Client/Department:

Contact Name:

Phone:

Email:

Event Title:

Event Date(s):

Reservation Time:

Event Time (if different):

Estimated Attendance:

Percentage of Rutgers Affiliated Guests:

Requested Location(s): Clement's Place PRCC Art Gallery PRCC JBJ Soul Kitchen PRCC Food Court

Specialty Spaces Require Additional Approvals. For Clement's Place email wayne.winborne@rutgers.edu, for the Art Gallery email blebron@newark.rutgers.edu, for JBJ Soul Kitchen & Food Court email sdraper@gourmetdiningllc.com. You must contact these offices in addition to the Reservations Office.

Brief Event Description:

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

- | | | | | | |
|-----|----|--|-----|----|---|
| Yes | No | Working with any external vendors?
<i>If Yes, Please Specify:</i> | Yes | No | Will alcohol be served or sold?
<i>Alcohol Form Required</i> |
| 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 or donations be collected? |
| Yes | No | Is media expected to be at your event?
<i>If Yes, Please Specify:</i> | Yes | No | Will tickets be sold at the door? |
| Yes | No | Will you have any food, or catering at your event?
<i>If Yes, Please Specify:</i> | | | |
- Note: Gourmet Dining (973-353-5997) is the exclusive caterer in the Paul Robeson Campus Center.*

Set-Up Type:

- | | | | |
|--------------------------|--------------------------|------------------|-----------|
| Empty Room | Banquet | Circle of Chairs | Classroom |
| Fair | Hollow Conference Square | Reception | |
| Theater/Row | | | |
| Closed Conference Square | | | |
| U-Shape Conference | | | |

General Equipment Needed (insert quantity):

6' Round Table [seats 10]	Coat Rack
5' Round Table [seats 8]	Chairs
6' x 18" Rectangular Table	Podium
6' x 30" Rectangular Table	Easel
Bistro Table	

A/V Equipment (insert quantity):

In-Room Projector & Screen	In-Room Audio (Aux Cable)
Laptop [PC Only]	Wired Mic
HDMI Connection Only (Client Provided Laptop)	Wireless Handheld
In-Room TV Monitor	Wireless Lavalier
Basic Portable Sound System	Clements Sound System

Please be aware that additional equipment not listed on this form may require rental from an outside company. Please contact the Reservations Office for additional details.

Please use the space below for any additional notes, layout, timeline, etc.

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 <https://go.rutgers.edu/RUNEventPolicies> 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