

Harper Alumni Center Event Rental Request

Event Date(s): _____ Contact Name: _____
 Event Name: _____ Contact Phone: _____
 Alternate Date(s): _____ Email: _____

Contract shall be between the Alumni Center and (Company/Organization/University Department):

Mailing Address: _____

Access Starts (*time needed for set-up, one hour minimum*): _____ Access Ends: _____
 Event Start-time: _____ Event End-time: _____
 Total hours including access times _____ Number of Attendees: _____

Room Rental and Reservation:

- Full Capital Room **Half-day (up to 4 hours)**
- ½ Capital Room **Full-day (up to 8 hours)**
- ¼ Capital Room **Add'l. Hours (past 8 hrs)**
- Patio _____
- Board Room

Room Set-up:

- Banquet Style* (300 Guests Max)
Guests seated at Round tables.
- Theatre Style
Chairs only (up to 365 chairs)
- Conference Style
 - U shape
 - Hollow square/rectangle

AV & Equipment Rental:

- Built- In Screen(s) and Projector(s)
 - As available for space reserved
- Wireless Microphone
 - 2 hand-held & 2 Lavalier available
- Portable A/V Package
 - Screen, LCD Projector, one mic & podium
- Built-In A/V Package
 - Screens (2) and Projectors (2), one mic & podium
- Basic A/V (Podium and one mic)

ALCOHOL & INSURANCE

- Private Event Open to Public
- Alcohol complimentary
- For sale, client provides license
 (ABC License Required)

Additional Event Information/Other:

CATERING

- Preferred Caterer: _____
- Outside Caterer (\$500 Fee): _____
- Linens provided by _____

PARKING

- Guest will pay for own parking
- Client will pay for parking

PAYMENT METHOD:

- Credit Card
- Check
- Sac. State University PO
- Sac. State Pro-Card
- Sac. State University Use Funds