

Auraria Campus Conference and Event Services
August 23rd & 24th 2008 Special Event Space Use Application

For more information and to see all scheduling and use policies and procedures please
visit the Auraria Campus Event Services website: www.tivoli.org

Organization Information

Organization Name and Type (ie; Corporation, Partnership, LLC, etc.): _____

Institutional Affiliation; CCD Metro State UC Denver Not Applicable

Institutional Department: _____

Contact Person: _____

Street Address, _____

City _____ State: _____

Phone #: _____ Fax #: _____

Email Address: _____

Account #: _____ Speed Type: _____

F.O.A.P: _____

Or Payment Type: (Advanced Payment Required) Credit Card Check Cash
(Visa, Mastercard, Discover & American Express are accepted)

Event Information

Date: August 23 August 24 Event Hours: _____

Estimated Attendance: _____

Type of Event (Reception, Lecture, etc.): _____

Event Name: _____

Set Up Type (see cover sheet for capacity information):

Theater Style Banquet Rounds Classroom Style Conference Style

Other (please specify): _____

Catering? Yes No Alcohol? Yes No Taking \$ at Door? Yes No

Space Requested: (A separate application must be filled out for each space)

9th Street Park Lawrence Street Mall St. Cajetan's* St Francis*

Equipment Requested: _____

Dignitaries or other high profile people anticipated: _____

Special Requests: _____

Responsible Party (Please Print): _____

Signature: _____ Date: _____

Office Use Only:

Received By: _____ Date _____ Time _____

Comments: _____