



University of Wisconsin-Eau Claire

RESERVATION REQUEST

THE DULANY | HERITAGE ROOM | DAVIES CENTER

The Dulany and the Heritage Room may be reserved through the Events Services office Monday through Friday between 4 PM and 11 PM, and all hours of the weekend. Only events that require catering services through Blugold Dining will be scheduled in these areas.

Reservations must be made at least two weeks — ten working days — prior to the event. Approval by the catering director or director of Blugold Dining must be received before reservations are confirmed. Account numbers or billing processes must be in place, and security deposits as determined by the Blugold Dining office must be processed in order to complete the reservation. All reservation requests will be regarded as tentative until this information is received by Event Services.

All food and beverages provided in The Dulany and the Heritage Room must be catered through Blugold Dining. User groups are not permitted to bring their own food or beverages.

The Dulany and the Heritage Room must be used as is. Moving any tables, couches, chairs or other furnishings will result in the user group being charged a \$45 labor fee to cover the setup adjustments. Events requiring specific adjustments will incur all labor charges for setup and strike, and will be billed to the appropriate account.

COMPLETE AND RETURN TO THIS ADDRESS

Event Services
Davies Center 103
University of Wisconsin-Eau Claire
Eau Claire WI 54702-4004

OFFICE HOURS Monday-Friday 7:45 AM-4:30 PM
PHONE 715.836.3882 FAX 715.836.4268

Requests for use of the Heritage Room or individual table reservations in The Dulany during the weekday luncheon period should be directed to the **Blugold Dining** office.

Call 715.836.2632

EVENT LOCATION The Dulany Heritage Room

NAME OF UW-EAU CLAIRE ORGANIZATION • DEPARTMENT • COMMITTEE

NAME OF REQUESTER

DAYTIME PHONE

NAME OF ORGANIZATION ADVISOR, IF APPLICABLE

DAYTIME PHONE

EVENT DATE

TIME OF USE

ACCOUNT NAME

ACCOUNT NUMBER

AUTHORIZED SIGNATURE

DATE

RESERVATION APPROVED DENIED

SIGNATURE OF CATERING DIRECTOR OR DIRECTOR OF BLUGOLD DINING

DATE