



Express Newark

Reservation Request Form

Office of Reservations and Special Events
Phone (973) 353-5568 | Email resv@newark.rutgers.edu

Organization/Department: _____ Contact Name: _____

Phone: _____ Email: _____

Event Title: _____ Event Date(s): _____

Requested Room(s): _____ Estimated Attendance: _____ Rutgers Affiliated Guests: _____

Setup Start Time: _____ Event Start/End Time: _____ Breakdown End Time: _____

Brief Event Description: _____

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

Nonprofit Status: Nonprofit Certified 501(C)(3) organization Government Agency I am a 501 (C)(3), but I am non-profit certified or a state or local government agency N/A

Yes No Working with any external vendors?
If Yes, please specify: _____

Yes No Will alcohol be served or sold?
Alcohol Form Required

Yes No Will services and/or merchandise be sold?
If Yes, please specify: _____

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?

Yes No Will tickets be sold at the door?

Yes No Will you have food/catering at your event? If yes for catering, clarify: _____

Please list any speakers/panelists for this event:

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

Set-up Type (select all that apply): U-Shape Conference Closed Conference Square Hollow Conference Square

Theater/Row Classroom Banquet Circle of Chairs Reception Fair Empty Room

General Equipment & A/V Equipment Needed (insert quantity):

For prices, visit our website <https://go.rutgers.edu/RUNEvents>

___ 6' x 30" Rectangular Table ___ Chairs ___ In-Room TV Monitor

___ 6' x 18" Rectangular Table ___ Easel ___ Coat Rack

___ 6' Round Table [seats 8] ___ Stage Pieces [4' x 8' per piece] ___ Wireless Mic/Lavalier

___ Bistro Table ___ In-Room Projector ___ Podium

Please list any additional general or technical needs or a suggested layout. Please be aware that additional equipment not listed on his form may require rental from an outside company. For details or guidance, please contact the Reservations Office.

As an authorized representative of _____, I certify to the best of my knowledge that
Client/Department/Organization

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/RUNEvents> 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