



# Hilary J. Boone Center Reservation Request for Official University Business

Phone: (859) 257-1133 Fax: (859) 257-3568

- Luncheon in the Dining Room or Carry-Out Order  A Special Event in a Reserved Room

*Departmental Information: \*All Fields Must Be Completed*

Date \_\_\_\_\_ Hilary J. Boone Center Membership No. \_\_\_\_\_

Business Purpose of the Event: \_\_\_\_\_

Guest Profile (check all that apply) \_\_\_ UK Employees \_\_\_ UK Students \_\_\_ Non UK Guests

Dept. Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Email Address \_\_\_\_\_

Billing Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Cost Center No. (Account No.) \_\_\_\_\_ General Ledger No. \_\_\_\_\_

Discretionary Cost Center No. \_\_\_\_\_

**Discretionary Cost Center No. must be given or event date will not be held.**

**If you do not have your Discretionary Cost Center No., you're Dean's Office will be able to provide it to you.**

### *Event Information:*

Number of Guests \_\_\_\_\_

Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Meal Start Time \_\_\_\_\_

### *Special Requests: (Please check)*

- Private Room (limited availability)  Podium  IT Services  Flowers  Piano

**Menu and a guaranteed head count should be given seven (7) days prior to event.**

**To confirm your reservation, please fax this form to (859) 257-3568.**

I certify that this event is an official business function of the University of Kentucky and the Hilary J. Boone Center is authorized to charge the above named department in strict accordance with the University of Kentucky Discretionary Expenditure Policy.

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Approving Official (Dean or Administrative Officer)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**All food and beverage for special events is subject to 20% facility staffing fee and 6% Ky. sales tax.  
Fees do not include gratuity.**