



Hilary J. Boone Center
Reservation Request Form

Phone: (859) 257-1133

Fax: (859) 257-3568

Lunch in the Dining Room or Carry-Out Order Special Event in a Private Room

*Departmental Information: *All Fields Must Be Completed*

Hilary J. Boone Center Membership # _____

Business Purpose of the Event: _____

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

Dept. Name _____ Contact Person _____

Email Address _____

Billing Address _____

Phone # _____ Fax # _____

Cost Center Account # _____

Discretionary Cost Center # _____ General Ledger # _____

Discretionary Cost Center Number must be given or event date cannot be held. If you do not have your Discretionary Cost Center Number your 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:

Podium IT Services Piano (Reception Area Only)

Final menu selections and guaranteed guest count is due seven days prior to event date.

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.

I certify that I have read and agree to the Boone Center Policies posted on our website at www.uky.edu/boonecenter.

Signature of Contact Person

Approving Official (Dean or Administrative Officer)

Date: _____

Date: _____