



A/V Equipment

Ballroom

- ☐ Podium w/ built in microphone
- ☐ 8' Projection Screen (drop down)
- ☐ Projector (mounted in ceiling)
- ☐ Laptop (\$45 rental fee)

Upstairs Board Room

- ☐ 60" TV
- ☐ Laptop (\$45 rental fee)

Great Hall

- ☐ 60" TV
- ☐ Laptop (\$45 rental fee)

Setup

- | | | | |
|------------------------------------|------------------------------------|---------------------------------|--------------------------------|
| ☐ Classroom | ☐ U-Shape | ☐ Dining | ☐ Other |
| ☐ Theatre | ☐ Reception | ☐ Square | ☐ As-Is |

Please see the [sample setup diagrams](#) for examples. Setups are customized for the event. Contact the Event Coordinator (see footer for phone and email) if none of the setups listed above suit the needs of the event.

Food & Drink

Catering: Yes ☐ No ☐

If Yes:

Table Coverings:

- ☐ King Alumni House's white paper table coverings
- ☐ Caterer's table linens and skirting

Alcohol: Yes ☐ No ☐

No alcohol can be present at the event unless proof of liability insurance is provided to the Event Coordinator and the Alcohol Agreement Form has been completed. Alcohol must be served by a licensed bartender.

FOR OFFICE USE ONLY

Alcohol Agreement Received: Yes ☐ No ☐

Reserved Parking

Reserved Parking Meter:

(1 meter per event at no charge)

Yes ☐ No ☐ If Yes, for whom:

IMPORTANT: PLEASE READ

☐ If you are planning an activity other than a meeting, you will receive a tentative room reservation from the Alumni House which will be confirmed only after you obtain event approval from the campus Event Management Office (EMO). To submit an event proposal to EMO, visit <http://meetatbigblue.uky.edu>. The Event Management Office strives to successfully coordinate your event from initial concept to completion. Learn more about the Event Management Office at www.uky.edu/eventmanagement.

☐ Reservations are tentative and not confirmed until an approved copy of this Event Rental Contract is received by the Event Coordinator. Tentative bookings are subject to cancellation.

☐ The Facility User is responsible for contacting Transportation Services (Transport.UK@uky.edu | (859) 257-5757) in order to arrange parking for the event/meeting guests.

☐ BY CHECKING THIS BOX, I ACKNOWLEDGE THAT I HAVE REVIEWED THE FACILITY USE POLICY ([CLICK HERE](#)) AND THE ABOVE EVENT RENTAL CONTRACT, AND I AGREE TO FULLY ABIDE BY ALL SUCH TERMS AND CONDITIONS, ALL OF WHICH ARE CONSIDERED PART OF THIS CONTRACT.

Date: _____

FOR OFFICE USE ONLY

Staffing Instructions:

PPD or Transition Team:

Alumni Staff:

Notes: