

THE POINTE

Reservation Request Form

Basic Event Information

EMS#:

Requested Event Date(s):

During Weekend?

During Holiday?

Event Name:

Department/Organization:

Reserved Time* Start:

End:

* Time needed to access and vacate the facility, including catering

Event Time* Start:

End:

* Time your event will actually start and end

Number of Participants*:

of Minors, if any:

* Numbers must not exceed max capacity numbers

Description of Event:

(Write a short description of your event/purpose/organization)

Room & Event Specifications

Requested Room(s): Pacific Sunset:

Summit:

Set Up Type:

(Check all that apply)

Qty:

Qty:

Easel Rental (\$5ea)

Qty:

Email Address:

Email Address:

For Office Use Only