

# Application for Use of Facilities

## SUNSET VILLAGE TOM BRADLEY INTERNATIONAL HALL DENEVE PLAZA

### Organization Information

Name of Organization/Department: \_\_\_\_\_

Conference Title: \_\_\_\_\_

Designated Contact/Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Business or Campus Address: \_\_\_\_\_

City, State, Zip Code or Campus Mail Code: \_\_\_\_\_

**Booking Deposit** • A non-refundable booking deposit must accompany the application to hold space for your meeting. Subsequent deposits may also be required. Contact your catering manager regarding deposits for your event. Payments may be made by check, UC recharge, or online by credit card.

**Meeting Rooms** • Reservation details are shown below. Please note that room assignments are subject to change.

Day and Date	Attendance	Start/End Time	Type of Event	Facility/Room Requested/Rental
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Booking Number: \_\_\_\_\_ Catering Sales Manager: \_\_\_\_\_

Date Sent: \_\_\_\_\_ Due Date: \_\_\_\_\_ Date Received: \_\_\_\_\_

(Application continues on reverse side)

**References** • (Non-University applications only.) Please list information regarding your most recent meetings:

Meeting Location	Dates	Person to Contact	Telephone Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

### Terms and Conditions

**Cancellation Policy** At the time you submit your application, a non-refundable deposit is required to make a definite reservation. The schedule and financial penalties for subsequent cancellation are:

- If cancelled within 60-90 days prior to event, then 40% of total room rental charges are due and payable.
- If cancelled 30-59 days prior to event, then 60% of total room rental charges are due and payable.
- If cancelled fewer than 30 days prior to event, then 80% of total room rental charges are due and payable.
- If cancelled fewer than seven business days prior to event, then 100% of total room rental charges plus applicable catering cancellation charges are due and payable.

**Pre-Payment** Full pre-payment for your meeting accommodations and catering services is due seven days prior to your event. Pre-payments are non-refundable. Substantial daily penalties will apply for late payment.

**UCLA Catering** UCLA Catering is the exclusive caterer for Sunset Village, Bradley Hall, and DeNeve Plaza. As such, no outside food or non-alcoholic beverages may be brought into the facilities. Please ask your UCLA Catering sales manager for a catering menu or view it at [www.catering.ucla.edu](http://www.catering.ucla.edu).

**Insurance** Non-University clients are required to provide liability insurance coverage of \$1 million per occurrence seven days prior to your event. This coverage is available through your UCLA Catering sales manager or you may use your business or homeowners' insurance coverage by sending a Certificate of Insurance that has been amended by the insured's agent to show the UC Regents as co-insured for the dates of your meeting.

**Parking – Campus Department Only** Please arrange for your attendees' parking directly with Parking Special Events by calling 51286. We suggest that you contact Parking before authorizing this contract.

**Program Literature** Non-University clients must submit any advertising materials that mention UCLA to their UCLA Catering sales manager for approval in advance of printing and distribution.

**Signature** I have read and agree to the terms and conditions stated above. However, I understand that my signature does not indicate that UCLA has accepted my application. In the event that my application is accepted, I understand that the additional terms and conditions stated on the "Important Things to Know" catering and meeting room information sheets will also be applicable. University signatories must be authorized to sign on the account indicated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Phone