



Frequently Asked Questions – Special Events

How do I reserve a room at the Hilary J. Boone Center?

The Hilary J. Boone Center is open to Members and UK Departmental Members for Special Events. To check availability, please contact Linda Russell, Special Events Coordinator at linda.russell@uky.edu or 859-257-3288. To confirm the reservation of the special events room, you will need to submit a signed **Reservation Request Form (RRF)** or **Special Events Contract (SEC)**.

What's the difference between the two forms?

The Reservation Request Form (RRF) is for the event to be billed to a University Department. A Special Events Contract (SEC) is for events to be billed to an individual's Boone Center Membership.

- **Reservation Request Form (RRF):** [CLICK HERE](#)
- **Special Events Contract (SEC):** [CLICK HERE](#)

Simply fax, email or mail the form to our office and your reservation will be confirmed. For University Departmental events, please make sure to complete **both** pages of the “RRF”. You will receive notification from Linda confirming the receipt of the form within 2 business days. The fax number is 859-257-3568 or email linda.russell@uky.edu

What do I do once the form is submitted?

After the reservation is confirmed, Linda will work with you on planning the details of your event including menu selections, room layout, AV/IT services, guest count and any other details for your event. Final menu selections and final guest counts are due **ten** days prior to your event date. Once the planning details are confirmed you will receive a “**Catering Contract**” that will need to be signed and returned confirming your event details. Final Guaranteed Guest Counts are due 48 hours in advance of your event start time. Members will be charged for the final guaranteed number and for any increase above the guarantee.

How do I make changes to my event?

Simply call us up to 48 hours prior to your event and we'll make the revisions and email you an updated catering contract.

Who will be my contact the day of my event?

Linda Russell, Special Events Coordinator will be your on-site contact during your event.

Linda Russell, 859-257-3288 linda.russell@uky.edu
Gerald H. Marvel, General Manager 859-257-4322 g.marvel@uky.edu

We look forward to serving you at the Boone Center soon!