



*Hilary J. Boone Center*  
at the  
*University of Kentucky*

# *UK Departmental Reservation Request Form*

## *For Special Events and Catering*

*Special Events Phone:* (859) 257-3288 *General Phone:* (859) 257-1133 *Fax:* (859) 257-3568

Linda Russell, Special Events Coordinator [linda.russell@uky.edu](mailto:linda.russell@uky.edu)

### ***UK Departmental Information:*** \*All Fields Must Be Completed

*UK Department/Unit Name* \_\_\_\_\_

*Hilary J. Boone Center Departmental Membership #* \_\_\_\_\_

*Booking/Billing Contact (please print)* \_\_\_\_\_

*Name on Procard To Be Billed* \_\_\_\_\_

*Email Address* \_\_\_\_\_

*Phone #* \_\_\_\_\_ *Fax #* \_\_\_\_\_

**\*\*PLEASE NOTE: EVENT SPACE IS NOT RESERVED UNTIL RECEIPT OF THIS COMPLETED FORM IS ACKNOWLEDGED BY BOONE CENTER STAFF AND AVAILABILITY OF SPACE IS CONFIRMED.\*\***

### ***Event Information Required:***

*Number of Guests* \_\_\_\_\_ *Requested Room* \_\_\_\_\_

*Requested Event Date* \_\_\_\_\_ *Event Start Time* \_\_\_\_\_ *Event End Time* \_\_\_\_\_

\_\_\_\_\_  
*I/we certify that this event is an official business function of the University of Kentucky and understand that all services must be paid by a University Issued Procurement Card (ProCard) I/we further understand that it is our department's responsibility to edit the Procard transaction as per the University of Kentucky Discretionary Spending Policy. The policy is available via [www.uky.edu/evpfa/controller/files/dispolicy.pdf](http://www.uky.edu/evpfa/controller/files/dispolicy.pdf).*

\_\_\_\_\_  
*I/we certify that I have read and agree to the Hilary J. Boone Center's Special Event Policies and Procedures posted on the website at [www.uky.edu/BooneCenter/](http://www.uky.edu/BooneCenter/)*

*Signature of Contact Person* \_\_\_\_\_ *Date* \_\_\_\_\_

*Signature of Department Approving Official* \_\_\_\_\_ *Date* \_\_\_\_\_

**\*Rooms based on availability and on a first come, first serve basis. Responses will be given within 2 business days of your request. Please contact Linda Russell, Special Events Coordinator at [linda.russell@uky.edu](mailto:linda.russell@uky.edu) or 859-257-3288**

**PAGE 1 of 2- PLEASE MAKE SURE TO COMPLETE PAGE 2 OF THIS FORM**

*Form Revised March 2016*

***Hilary J. Boone Center-UK Departmental Reservation Request Form  
For Special Events and Catering-Page 2 of 2  
Additional Information Needed (PLEASE FILL OUT & RETURN)***

1. *What is the nature of the event? Awards, social, business, department?*

2. *What event name will your guests be asking for upon arrival at the Boone Center?*

3. *What is your event timeline? (Please indicate times below)*

*Hostess/Host Arrival:* \_\_\_\_\_ *Hostess/Host Name:* \_\_\_\_\_

*Bringing ProCard to event or using ProCard on file:* \_\_\_\_\_

*Guest Arrival/Event Start:* \_\_\_\_\_

*Event End:* \_\_\_\_\_ *Dine Start:* \_\_\_\_\_

*Any additional special times:* \_\_\_\_\_

4. *What type of menu and service style is needed for this event?(Please check all that apply)*

*Breakfast:* \_\_\_\_\_

*Plated:* \_\_\_\_\_

*Lunch:* \_\_\_\_\_

*Buffet:* \_\_\_\_\_

*Dinner:* \_\_\_\_\_

*Reception:* \_\_\_\_\_

*Hors D'oeuvres:* \_\_\_\_\_

*Dietary Restrictions:* \_\_\_\_\_

***\*All Menus Available Online at [www.uky.edu/BooneCenter/](http://www.uky.edu/BooneCenter/)***

5. *Do you have guests with special dietary needs and how many?* \_\_\_\_\_

*Vegetarian* \_\_\_\_\_ *Vegan* \_\_\_\_\_ *Gluten Free* \_\_\_\_\_ *Other* \_\_\_\_\_

6. *Any other special requests? (Please check all that apply)* *Computer for PPT presentations:* \_\_\_\_\_

*Podium:* \_\_\_\_\_ *IT Services:* \_\_\_\_\_ *Piano (Reception Area Only):* \_\_\_\_\_ *Other (Please Specify):* \_\_\_\_\_

7. *What color napkins would you like? Lap length Ivory linens included; specialty table cloths will incur a charge.*

8. *Would you like to have bar service? Host Bar or Cash Bar (Host=(you pay), Cash=(guests pay))?*

9. *Will there be a guest of honor in attendance or any VIP attendees requiring special care?*

10. *Is your group campus based? Please provide an estimate of the number of vehicles that will need parking at the Boone Center.*