Employer Contact Information:
Contact Name: ___________________________ Company: ___________________________
Billing Address: __________________________ State: ___________________________ Zip: __________
City: ___________________________ Contact Phone: ___________________________ Fax: __________ Email: ___________________________

Presentation Information:
Date: ___________________________ Location: ___________________________ Time: ___________________________
*Please note that this time includes any reception to follow your presentation. Other groups will be scheduled in the room after this time.

Audio/Visual Equipment Requests:
- TV Monitor w/ DVD/VHS $40
- DVD or VHS Player $30
- LCD Projector $200
- Screen $10
- Podium (no microphone) Free
- Microphone and sound system $70
- Wireless mic (lav or hand-held) $65
- Additional handheld wired mic, ea. $9
- Flip chart w/ easel $10
- A/V Technician (duration of event) $140

These prices are for Ida Noyes Hall’s inventory of equipment only, and include setup but not an A/V technician to remain in the room for the duration of the event (see above).

□ Please check here to authorize rental of equivalent items from an outside vendor should Ida Noyes Hall’s equipment be unavailable. Please note that the cost for such items may vary.

Event Setup Information:
Please indicate how many of each, if any, you would like:

- Number of Materials Tables: __________
  Inside Room __________ Outside Room __________
  Linen (circle one) yes / no Color __________
  • Skirting (circle one) yes / no Color __________

- Number of Head Tables: __________ (3 panelists may sit comfortably at one table)
  Number of panelists __________
  • Linen (circle one) yes / no Color __________
  • Skirting (circle one) yes / no Color __________

- Number of Refreshment Tables: __________
  Inside Room __________ Outside Room __________
  • Linen (circle one) yes / no Color __________
  • Skirting (circle one) yes / no Color __________

Please note: Table linens cost $9.10 each, table skirts cost $20.00 each, and there is a delivery fee of $35.00. We will order white linens and burgundy skirts unless otherwise requested.

Expected Attendance: __________
* Chairs will be set up lecture (theatre) style unless otherwise requested.

Catering Information:
Caterer: ___________________________ Contact Name: ___________________________ Contact Phone: ___________________________
* Please note that you are responsible for making arrangements directly with your caterer.
* If you would like to serve alcohol at your event, please complete the Alcohol Approval Request Forms (2 pages).

Additional instructions for room setup (attach an additional sheet if necessary):

When you have completed all sections of this form, please return it via fax to the Event Services Manager for Ida Noyes Hall at 773-702-1195, at least 2 weeks prior to your event. Thank you!
Alcohol Approval Form for Corporate Events

Please complete and return this form to the Ida Noyes Hall Events Team at least one month prior to the event. If you have questions, please contact the Event Services Manager at 773-702-9038.

Organization: ___________________________________________________________

Contact Name: _________________________________________________________

Email Address: ___________________________ Phone: _______________________

Event Location: ___________________________ Event Date: ___________________

Event Start Time: _________________________ Event End Time: _______________

Expected Total Attendance: _______________ Expected Attendance Over 21: ________

Purpose of the Event:

Please provide the name of the bartending service and describe the systems you will use to check (please be specific, i.e. caterer will provide bartender who will check state IDs):

Type and Amount of Alcohol to be Available (please be specific): ________________________________

Serving Sizes: ________________________________________________________________________

Type and Amount of Non-Alcoholic Beverages to be Served: _________________________________

Type and Amount of Food to be served:

➢ You may attach any information you may have from your caterer regarding these items (contract listing food and beverage packages, etc.).

ORCSA USE ONLY
Event Approved by: ___________________________ Date: ___________________________
ORCSA Director or Associate Directors Only
Alcohol Contract for Corporate Events

To obtain permission to serve alcohol at an event, please read and sign this document and complete the alcohol Approval Form for Corporate Events. Both documents must be filled out and submitted to the Ida Noyes Hall Acting Event Services Manager via fax at 773-702-1195 at least one month prior to the event.

The following guidelines must be strictly followed:

• Persons serving alcohol must be at least 21 years old, and they must either be a licensed bartender with appropriate insurance coverage, or they must have completed the UCARE training course. (See bottom of this page for details.)
• Amounts of alcohol to be served must be discussed with Events Services Coordinator. This amount should be determined by the length of the event and the anticipated number of guests.
• The event organizer must identify one person to be responsible for the event and provide the Office of the Reynolds Club & Student Activities (ORCSA) with contact information in case of emergency.
• Only beer, wine and champagne may be served—NO hard alcohol is allowed.
• For events where individuals under 21 may be present, either the UCARE certified server or the licensed bartender must check identification and serve the alcohol.
• All precautions must be taken that event participants do not drink excessively.
• Appropriate precautions must be taken to ensure that event participants under 21 do not have access to alcoholic beverages.
• Sufficient amounts of non-alcoholic beverages must be available.
• Adequate quantities of non-salty food must be served.
• Consumption of alcoholic beverages will be limited to an approved area, usually a closed room or section of the building. The organization sponsoring the event is responsible for ensuring that alcohol is consumed only in the designated area and not carried outside the area or the building.
• Attendees are not allowed to bring their own alcohol to an event.
• No alcohol may be served during the last half hour of the event.

I have read and agree to all of the above guidelines

Name_____________________________________ Date__________________________________________
Signature________________________________________

The University of Chicago offers a training course encouraging responsible drinking. If you are interested in attending this course before your event, the University of Chicago Alcohol Risk-reduction Education (UCARE) is offered through the Student Care Center’s Health Education Services. Please call 773-834-5143, or visit http://scc.uchicago.edu and look under the “Health 101” link for class schedule and information.