



Woodburn House RESERVATION AGREEMENT

519 N. College Ave., Bloomington, IN 47404 Contact: Joan Curts 855-0075 Fax: 812-855-8266

This form should be completed by the applicant and signed by the appropriate department head, division head, or dean before being submitted. Use of the Woodburn House is limited to Indiana University departments. This application must be received at least 20 working days in advance of the date requested. **Return Reservation Agreement to: Joan Curts, IUAA, 1000 E. 17th St., Bloomington, IN 47408-1521**

Contact Information:

Organization: _____

Contact Person(s): _____ E-mail: _____

Billing Address: _____

Phone Number: _____ Fax: _____

Event Information:

Event Name: _____ # of guests expected: _____

Date of Event: _____ Time: _____ a.m./p.m. to _____ a.m./p.m.

Type of Event: Meeting Only Reception Buffet Dinner Buffet Luncheon Sit-down Dinner
 Sit-down Luncheon Other _____

Room(s) Requested: _____

Special needs: Microphone Sound System Podium Registration table

Caterer (select from attached list): _____ Arrival time: _____

Bar arrangements: _____ Arrival time: _____

Music: _____ Arrival time: _____

Other: _____

Fee Schedule:

- \$100 for fewer than 50 people
- \$200 for 50 to 99 people
- \$300 for 100-199 people
- \$400 for 200+ people

Authorization:

I certify that funds are available to cover all related costs.

IUAA Signature: _____

(Head of Department)

Name printed: _____

Date: _____

Date: _____

Those persons and individuals on whose behalf this request is made will jointly and severally assume liability (1) for any and all damages to the facilities and property and (2) for any and all injuries to any persons that may occur as a result of their occupation or usage of the center facilities and property. Any arrangements for catering are to be done through a licensed caterer. Alcohol may only be offered to your guests when distributed by a licensed liquor caterer. By signing this agreement, the user agrees to all terms and policies of the IUAA.