



# Reservation Request Form for UKAD Premium Spaces

## EVENT INFORMATION

Name of Event: \_\_\_\_\_

Type of Event (*Awards, social, business*): \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Requested Event Space: \_\_\_\_\_

Requested Event Date: \_\_\_\_\_

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

Set Up Access: \_\_\_\_\_ Host Arrival: \_\_\_\_\_

Guest Arrival: \_\_\_\_\_ Event Start: \_\_\_\_\_

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

Vendor/Other Arrival Times: \_\_\_\_\_

## CLIENT CONTACT INFORMATION

Contact Name: \_\_\_\_\_

Billing Contact Name: \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Tax Exempt (*YES/NO*): \_\_\_\_\_ Tax Exempt ID: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## EVENT SET UP INFORMATION

How would you like the room set up? (*Please select all that apply.*)

Gameday: \_\_\_\_\_ Rounds: \_\_\_\_\_ Classroom Style: \_\_\_\_\_  
(*No additional tables or chairs.*)

Do you require the following? (*Please select all that apply.*)

Podium: \_\_\_\_\_ Staging: \_\_\_\_\_ Spotify Music: \_\_\_\_\_

Any Additional Set-up Notes: \_\_\_\_\_

## PARKING INFORMATION

Please provide an estimate of the number of people who will need parking: \_\_\_\_\_

(*UK Employees with a UK parking permit will not need any additional parking accommodations.*)



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## CATERING INFORMATION

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

Breakfast: _____	Plated: _____
Lunch: _____	Buffet: _____
Dinner: _____	Reception: _____
Hors d'oeuvres: _____	Bar Service: _____

Do you have guests with special dietary needs?

What color linens would you like? *(Lap-length blue, black or white included. Specialty table clothes will incur a charge.)*

Would you like glassware, china and silverware or plastic cups, plates and utensils? *(Glassware and china will incur a charge.)*

Any other special requests?

## EXTERNAL VENDOR INFORMATION

Do you have any of the following external vendors booked? *(UKAD will provide vendor recommendations upon request.)*

Florist: _____	Photographer: _____
DJ/Live Music: _____	Other: _____

*\*Drone photography is not permitted.*

## AUDIO/VISUAL & IT INFORMATION

Do you require the following? *(Please select all that apply.)*

Microphone: _____	Projector: _____	TV Use: _____
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### Video Content:

Required File Format: .wmv is highly preferred for complete functionality.

Required Resolution: 1920x1080 (any other content resolution will display incorrectly)

### Photo Content:

Required File Format: .jpg or .png is highly preferred for complete functionality. (.jpeg and .tiff will not upload).

Required Resolution: 1920x1080 (any other content resolution will display incorrectly)

Any Additional AV/IT Notes:



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## RENTAL POLICIES AT A GLANCE

- I. **Additional Fees:** Additional charges may be incurred with the following:
  - i. Set-up Fee (required)
  - ii. Usage of the Scoreboards (optional based on approval)
  - iii. Field/Court Access (optional based on approval)
  - iv. Group Tours of UK Facilities (optional based on approval)
  - v. Additional Staffing Fees (may be required for tours or other requests)
  - vi. Parking (may be required if designated by UKPTS – per pass fee paid by client)
- II. **Facility Usage:** The UKAD Manual for Facility Usage and Rentals of UKAD Premium Spaces can be provided via e-mail and is found on our website at [www.UKAHonline.com](http://www.UKAHonline.com). By signing this agreement, you acknowledge and agree to the policies listed in the manual and understand facility license policies and procedures are subject to change at any time.
- III. **Insurance:** UKAD reserves the right to require appropriate liability insurance to be furnished and paid for by the client in the amount of \$1,000,000.
- IV. **Cancellation:** Client may cancel the event at no charge up to 7 days prior to the event. Within 7 days of the event, the Client will be charged up to 50% of the total fees agreed upon. University closures or other force majeure events will result in mandatory cancellation and/or rescheduling.
- V. **Usage & Unauthorized Access:** Client will be responsible for all guests, patrons and persons attending the event. Any unauthorized access to areas not specified in the reservation will be considered trespassing and Client will be billed for additional rental fees.
- VI. **Food & Beverage:** All catering needs including but not limited to food, beverage, linen, china, concessions, and alcohol will be handled by our UK Dining catering partners when the selected venue is on University property. All catering needs including but not limited to food, beverage, linen, china, concessions, and alcohol will be handled by our Levy partners at our Rupp Arena venue. Our catering partners have their own policies and procedures, separate from the UKAD.

## SIGNATURE

**Please note:** Event space is not reserved until receipt of the completed form is acknowledged by the UK Athletics Hospitality staff and availability is confirmed.

\_\_\_\_\_ I/we certify that I/we have read and agree to the policies detailed in the UKAD Manual for Facility Usage and Rentals of UKAD Premium Spaces. This manual can be obtained via email or online at [www.ukahonline.com](http://www.ukahonline.com).

Signature of Client: \_\_\_\_\_ Date: \_\_\_\_\_