Rathskeller Request Form

Please provide all requested information. After obtaining all necessary signatures, please return this form to the Office of Student Activities for the event at least two weeks before the date of the event. This form must be signed by the Sodexo Retail Manager or his/her representative in order for a Rathskeller event to take place. You may find the Manager in The Rathskeller or in the Sodexo Dining Services Office which is located in the Brower Student Center, Room 133.

If your organization is bringing in an outside DJ who is self-equipped there is no charge. If your organization is bringing in an outside DJ that only needs to plug into The Rathskeller house system, the charge will be $25. If your organization is bringing in one musical band, the fee will be $50. A charge of $25 will apply for each additional artist and/or act. Events such as open mics, poetry jams will be charged a flat fee of $100.

Organizations are responsible for securing a student technician for any event in which the Rathskeller lights and/or sound will be used. A list of qualified sound techs can be provided by a Student Center Assistant Manager. After securing a sound technician, the organization is responsible for having the technician sign a Rathskeller Sound Technician Contract which can be found in the Office of Student Activities. A copy of this contract MUST be returned the Office of Student Activities before final confirmation can be provided.

ORGANIZATION INFORMATION:

Name of Organization: ___________________________ Organization Representative: ___________________________

Phone Number: ___________________________ Email: ______________________________________

EVENT INFORMATION:

Name of Event: ___________________________ Date of Event: ___________________________

Number of People Expected: ____________ Start Time: ____________ End Time: ____________

Will you be having alcohol at your event? YES NO

Service(s) Requested: Full Menu Bar Menu Beverages ONLY Facility ONLY

Purpose of Event: Fundraiser Entertainment Party Other: ______________

RATHSKELLER STAFF USE ONLY:

☐ A meeting is required to discuss this event.

*Please note that The Rathskeller Manager will have the discretion to request police presence at events he feels might require police. In this case, Dining Services will make the request for police for these dates, and will pay for the police requested.

Number of Staff Needed: ____________ Staffing Charges: ____________ Additional Charges: ____________

(For extra staffing past normal business hours)

Additional Comments/Notes: ____________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Retail Manager Signature: ___________________________ Date: ____________

OFFICE OF STUDENT ACTIVITIES USE ONLY:

Signature of Student Center Assistant Manager: ___________________________ Date: ____________