



YOUNG AUDITORIUM RESERVATION

PLEASE NOTE THE FOLLOWING:

- A reservation will be cancelled if the completed form is not received within three weeks prior to the date of that reservation.
- All areas excluding "For Office Use Only" must be completed for reservation to be considered valid. Please use a separate form for each day the facility is in use.
- If the contracted Campus User cancels this agreement with less than fourteen (14) days notice the user is responsible to pay in full the scheduled labor costs as per the hours scheduled.
- Admission tickets **MUST** be sold through the University Ticket Office at 472-2222. If admission tickets are sold, there will be a 10% fee paid to the Young Auditorium and a \$1 per ticket facility fee will be added to the customer cost of each ticket.
- For all items sold in the lobby, Young Auditorium receives a 20% commission after sales tax.
- If an event falls on a date where normal custodial service is not provided, the user will incur the custodial cost.
- Any questions please call (262) 472-4869; Fax (262)472-4400; E-mail Youngaud@uww.edu

Name of Event: _____ Day: _____

Facility Use Begins: _____ AM/PM Ends: _____ AM/PM Dates: _____

(Total time facility needed including

set-up, rehearsal, event, and take-down) Catering Yes / No Estimated Attendance: _____

	<u><i>Auditorium</i></u>	<u><i>Kachel Center</i></u>	<u><i>Terrace</i></u>
Event Begin Time: _____ AM/PM	_____ AM/PM	_____ AM/PM	_____ AM/PM
Event End Time: _____ AM/PM	_____ AM/PM	_____ AM/PM	_____ AM/PM

Contact Person: _____ Phone: _____ E-Mail: _____

Presenter's Contact: _____ Phone: _____ E-Mail: _____

Sponsor Dept./Org.: _____ Phone: _____ E-Mail: _____

UW-W Dept Code (10 digit) _____ Billing Address: _____

Signature: _____ Date: ____ / ____ / ____

FOR OFFICE USE ONLY

Application Approved <input type="checkbox"/>	Application Denied <input type="checkbox"/>	Notes: _____ _____ _____
Signature: _____		Date: _____
Sponsor <input type="checkbox"/>	Director <input type="checkbox"/>	Technical <input type="checkbox"/>
FOH <input type="checkbox"/>	EVENT DATE <input style="width: 100px; height: 20px;" type="text"/>	