

Barfield Drawing Room Wedding Reception Reservation

Today's Date _____ Name Bride-Elect _____
Wedding Reception Date _____ Name Groom-Elect _____
Time of Reception _____ Expected Attendance _____
Location and Time of Wedding _____

Contact Information

Name Bride-Elect _____ E-mail Address _____
Mailing Address _____ City _____ State _____ Zip _____
Home Phone _____ Work/Cell Phone _____
Name Groom-Elect _____ E-mail Address _____
Mailing Address _____ City _____ State _____ Zip _____
Home Phone _____ Work/Cell Phone _____

Reservation Fees

PAYMENT BY CHECK ~ PAYABLE TO BAYLOR UNIVERSITY

Deposit Fee \$300	Fee For Use \$1,300	Total \$1,600
Deposit Check # _____	Fee Check # _____	
Date Deposit Received _____	Date Fee Received _____	Deposit Fee Returned _____

- \$100 deducted from deposit for every additional hour that any part of group remains in the building beyond the agreed upon end time- including guests, and or rental and or florist.
- \$300 deposit will be refunded two weeks after the reception if all regulations (no damage, overtime, or excessive cleanup occurs) have been followed including the time the event has cleared the building.

Please note: COMPLETE INFORMATION is important for the smooth operation of your reception. This form should be completed with as much detail information as possible and returned within 10 working days from initial contact. Return to the Office of Baylor Event Services, for confirmation of the requested details. Please email completed form to: Email- _____ Phone 254-710-4105
Baylor Event Services Baylor University One Bear Place#97101 Waco, TX 76798-7101

Initial reservation and payment of fees is made thru Baylor Event Services. All further details will be managed by Student Union (contact # 254-710-3211), Coordinator of Student Union for Events

AVAILABILITY OF BILL DANIEL STUDENT CENTER

Reception dates subject to the availability of the Bill Daniel Student Center. Dates are reserved on a first-come first-served basis. Receptions can be scheduled no more than one year prior to anticipated reception date.

Please add pages for specific information concerning your reception. Read the rules and regulations concerning catering, cakes, tables, chairs, rentals, piano, dance, use of other areas, bird seed parking, time constraints, security, and payment/deposit.

<http://www.baylor.edu/studentactivities/studentunion/buildingguidelines>

I have received copies of the regulations for the use of Bill Daniel Student Center. I have read and understand the regulations and agree to abide by the restrictions and conditions stated therein if I am permitted to work in the facilities and to make every effort to ensure that people employed by me abide by this agreement. Furthermore, I agree to be financially responsible for any damages in pursuing my event.

Bride and/or Groom's Signature _____ Date _____
BDSC staff member (Signature) _____ Date _____

Barfield Drawing Room Wedding Reception Planner

**Note- some information may be filled in later, please complete as much as possible when making initial request.*

Wedding Coordinator _____ Wedding Coordinator Phone _____

E-mail Address _____

Cake Company _____ Cake Company Phone _____

Cakes Delivery Time _____

DJ _____ DJ Phone _____

Florist _____ Florist Phone _____

Florist Setup Time _____ Florist Tear-Down Time _____

Photographer _____ Photographer Phone _____

Name and contact information of other person(s) who will help with making decisions on day of event _____

Catering Services ~ Baylor Catering Services 254-710-4762

Catering Services Representative _____ Catering (On-Site) Rep Phone _____

Catering Services Setup Time _____ Catering Services Tear-Down Time _____

Audiovisual Services (select all that are needed)

Easel # _____ TV/DVD Flat Panel _____

Handheld Wireless Mic _____ Lapel Mic _____ Standing Mic _____

Sound-CD _____ Lectern/Podium Mic _____ LCD/Projection Screen _____

Chairs _____ Tables 6ft _____ 8ft _____ 6ft round _____

**Table cloths will need to be ordered via Baylor Catering Services.

Due Dates (prior to reception) TBD after information request submitted

Reception scheduled no earlier than 12 months in advance Date _____

\$300 Deposit due with reception reservation Date _____

Student Union ~ rental items, decorations 1 month Date _____

Cake ~ set-up and removal arrangements 1 month Date _____

\$1,300 Reservation Fee 1 month Date _____

Florist Agreement 1 month Date _____

DJ Agreement 1 month Date _____

Arrangement Details

The Bill Daniel Student Center will be opened @ _____ to begin set-up for your big event. Please inform Baylor Catering Services, florist, and rentals that the building will be closed @ _____. All food, flowers, and rentals must be cleared by _____ on that day.

Student Union contact # 254-710-3211, Coordinator of Student Union for Events

Reception Meetings with Student Union Staff (office use only)

Initial Planning Date _____

Rentals, Decorations Date _____

Final Details Date _____