

# **VENDOR CONFERENCE ROOM REQUEST FORM**

*Only One Event Per Form*

## **CONTACT INFORMATION**

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

Company: \_\_\_\_\_

Phone: ( \_\_\_\_ ) \_\_\_\_\_ Alternate Phone: ( \_\_\_\_ ) \_\_\_\_\_

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

## **SPONSOR INFORMATION**

Fred Hutch Sponsor \_\_\_\_\_ (Required)

Sponsor Signature \_\_\_\_\_ (Required)

## **REQUESTED CONFERENCE ROOM**

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location: \_\_\_\_\_

*All meetings will be padded 15 minutes before and after the event for setup and tear down*

Please note: Your request for a conference room is not confirmed until you receive a confirmation from Meeting & Event Services.

You may unload in the Visitor's Parking Lot, but Vendors must park off campus.

No food may be brought in for your event.

Bon Appetit is the exclusive Catering service for Fred Hutch.

To arrange for Catering, please call Bon Appetit at (206) 667-3306.

Your event must start and end at the time indicated on the form.

Fred Hutch reserves the right to cancel a reservation when its own needs take precedence. If the need arises, you will be notified ASAP.

Meeting & Event Services can be contacted at (206) 667-5100 or email at: [cbook@fredhutch.org](mailto:cbook@fredhutch.org)

## **FRED HUTCH OFFICE USE ONLY**

EMS Reservation # \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_