



Golleher Alumni House Rental Inquiry

Please complete this form and fax it to (657) 278-7774 or email alumnievents@fullerton.edu
For questions, please contact **Office of Alumni Relations (657-278-2586)**

Contact Name: _____ Date: _____

Department: _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____

Type of Event (Check One):

Official Campus Event _____

President's Office event _____

Name of Event: _____

Date Requested: _____ Estimated Number of Guests: _____

Hosted by: _____ Purpose of Event: _____

Set-up Time: _____ Event Start: _____ Event End: _____ Clean Up End: _____

****No later than Midnight*

Location Requested: _____ Fiesta Room (accommodates 80 guests at rounds of 10)

_____ Patio (accommodates 200 guests at rounds of 10)

_____ Veranda (accommodates 48 guests at rounds of 8)

***Max Capacity is estimated at 250 guests.*

Additional Event Info:

Will food be served? _____ Will alcohol be served? _____ Will children under 18 be present? _____

Who are the vendors you are planning to use? _____

Will you require access to the facility before the day of your event (i.e. set-up, rehearsal, etc)? _____

If so, please indicate the date and time for this: _____

ALL catering must have proper insurance documentation.