

**RESERVATION REQUEST FORM
ANNENBERG PRESIDENTIAL CONFERENCE CENTER
TEXAS A&M UNIVERSITY**

Phone: 979-862-3488 | Fax: 979-862-3489 | Email: apcc@tamu.edu

Organization or Group: _____

Academic Department Student Organization Affiliated Non-Affiliated

Primary Contact Person: _____ Phone: _____

Email Address: _____

Secondary Contact Person: _____ Phone: _____

Email Address: _____

Account number: ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

(NEEDS to be the account the event will be charged against upon completion)

Dates Requested: _____ Group Size: _____

Start Time: _____ End Time: _____

Event: _____

Please check event type: Banquet Conference Reception Lecture Workshop

Caterer: Chartwells Admiral Catering Christopher's World Grille

Rooms requested: __ PDR __ 1011B __ 1011C __ 1011BC __ Lobby

__ Frymire Auditorium (600) __ Hagler Auditorium (300)

This is a request only, not a confirmation of reservation.

Catering, Parking, and Alcohol arrangements are made separately, please contact for information

**All information is required to complete request*

**STATEMENT OF AGREEMENT REGARDING USE OF
THE ANNENBERG PRESIDENTIAL CONFERENCE CENTER**

I agree that my/our use of this facility will conform to the policies of the Annenberg Presidential Conference Center and Texas A&M University. I, and my Organization, will reimburse the Annenberg Presidential Conference Center for any and all costs incurred through my/our use of the facility. All charges or damages arising from my/our use will be my responsibility and that of the group I represent.

Late Cancellation Notice: All users will be billed 50% of flat rate facility usage fee, Academic users will be billed a \$200 fee as determined by Director for any reservation cancelled later than 2 weeks before the date of the event.

This agreement is binding on all functions of my organization (office, Department, or college).

Signature of Authorized Representative (i.e. Dean, Director,
Department Head)

Today's Date

TAMU Mailstop

Event Date

Billing account number

Return to: Director
Annenberg Presidential Conference Center
Texas A&M University
College Station, TX 77843-4347
Fax: 979/862-3489