

The Oaklands

university event reservation request

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Today's Date	Event Date	Event Start Time	Event End Time	Number of Guests (75 Person Cap.)

<input type="text"/>	<input type="text"/>
Occasion / Type of Event	Name of Guest of Honor

<input type="text"/>	<input type="text"/>
WMU Contact Name (Event Planner)	WMU Department

<input type="text"/>
E-mail Address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day Phone	Evening Phone	Cell Phone	Fax Number

Amenities Requested: Check all that apply. Please indicate date and time of any deliveries. Note any special needs not listed below.

<input type="checkbox"/> Catering	<input type="checkbox"/> Deliveries:	<input type="text"/>
<input type="checkbox"/> Alcohol		
<input type="checkbox"/> Surround Sound		
<input type="checkbox"/> Fireplace (\$15)	<input type="checkbox"/> Other Needs:	<input type="text"/>
<input type="checkbox"/> Piano (\$15)		
<input type="checkbox"/> Furniture Removal (\$50)		

Method of Payment:

<input type="checkbox"/> Cash	<input type="checkbox"/> Check #: <input type="text"/>	<input type="checkbox"/> Money Order #: <input type="text"/>
<input type="checkbox"/> WMU Fund & Cost Center #: <input type="text"/>	<input type="checkbox"/> Credit Card — We will contact you to complete your payment via credit card.	

please note

Submission of this form does not confirm a reservation. If the Oaklands is available during the time(s) requested, a hold will be placed on the facility and a reservation confirmation will be returned to you. You will then have 24 hours to review, sign and return the reservation confirmation before the hold is lifted. • The Oaklands is not responsible for any items left unattended or lost. Please keep your valuables with you at all times.

Fax completed form to (269) 387-5072