



BMCC Events & Space Reservations

199 Chambers Street, Rm S-711
New York, NY, 10001

Date:

BMCC EVENTS & SPACE RESERVATIONS REQUEST FORM

Name: _____ Organization: _____

Address: _____

Organization Type: Faculty/Staff CUNY Private
 Non-profit Government

Phone: _____ Email: _____

Coordinator of this event (if different from Name):

Phone: _____ Email: _____

Are you a location scout? Yes No

EVENT INFORMATION

Name of Event: _____

Requested Date(s): _____ Number of Attendees: _____

Exact start time: _____ Exact end time: _____

Description of Event: _____

REQUESTED SPACE (PLEASE CHECK BOX)

199 Chambers Street

- Richard Harris Terrace (capacity 140)
- Conference Room S-341 (capacity 30-35)
- Hudson Conference Room (capacity 25-30)
- Classroom (capacity 25-35)
- Lecture Hall N-451 (capacity 175)
- Lecture Hall N-452 (capacity 100)
- Gynasium (capacity 1000)

Fiterman Hall

- F-1301 (capacity 24)
- F-1302 (capacity 60)
- F-1303 (capacity 24)
- F-1304 (capacity 50)
- F-1306/7 (capacity 90)
- F-1402 (capacity 40)
- F-1404/5/6 (capacity 80)

REQUESTED MEDIA (PLEASE CHECK BOX)

LCD Projector	Tabletop/gooseneck microphones	Mulch/Press box
Screen	How many?	Portable Plasma Screen
Laptop	Easels	Clicker
Podium with microphone	How many?	Teleconferencing
DVD Player	Flipcharts	Videotaping
Wireless microphones	How many?	Simulcast
How many?	Extension Cord	Skype
	Mac Adaptor	

Additional media details:

EVENT DETAILS

Floorplan needed? Yes No

If yes, please provide floorplan to the BMCC events office at least (2) weeks prior to event start date. If assistance is needed, please contact the BMCC events office as soon as possible to schedule a walkthrough of the space.

Catering requested? Yes No

If yes, please contact MBJ food services **directly** at (718) 578-8748. Once confirmed, please provide details to the BMCC events department. Outside catering is also permitted, please contact the BMCC events office for further details.

Linens/Décor? Yes No

If yes, please contact MBJ food services **directly** at (718) 578-8748.

Will there be Entertainment? Yes No

If yes, please contact the BMCC events office as soon as possible regarding policies & procedures.

Alcohol to be served? Yes No

If yes, there must be an official written request from client and approval from college president. Please send request as soon as possible to the BMCC events office.

Materials delivered? Yes No

If yes, please contact the BMCC events office to make arrangements for courier/messenger.

Additional details:

IMPORTANT INFORMATION

- Please submit this request form to events@bmcc.cuny.edu.
- All Space request forms must be submitted three weeks prior to start of event/meeting.
- Event is NOT confirmed until a confirmation notice from the BMCC events office is received.
- A Certificate of Insurance (COI) worth \$1,000,000 per occurrence, per event and \$2,000,000 aggregate is required for all events.
- All payments MUST be made prior to the start of the event.