



WFU Department: Contact Name:

Date of Event: Start Time: Campus Ext: Email:

Inclement Weather Alternate Date : End Time: Estimated Number of Attendees:

Note: Set up an take down times must be included in start and end times.

Purpose of Event:
(Be Specific)

Optional Items Needed:
(Please check all that apply)

- Projector (\$25)
- Garden Boutique/Conservatory Entrance (\$50 per hour)
- Education Wing (\$100 first 2 hrs/\$25 each additional hour)

Location(s) Requested:
(See Map)

- 1 - Front Entrance area and steps
- 2 - Side Lawn behind East Rose and Blue/Yellow Gardens
- 3 - Middle lawn between Rose Gardens
- 4 - Back Garden area

Electricity is available by both fountains and at the Greenhouse.

Reynolda Gardens Use Only:

Base Charge: (\$350 first 2 hours, \$75 each additional hour)	<input type="text"/>	Optional Items Charges: (see above selections)	<input type="text"/>	Special Items Charges:	<input type="text"/>
TOTAL ESTIMATED CHARGES:				<input type="text"/>	
				Description of Special Items:	
<input type="text"/>					

Department Account:

Application Must Be Signed by Person In Charge of Event:

I certify I have read the policy for the use of Reynolda Gardens by a Wake Forest University Department and agree to abide by the policy. I certify I have been informed of estimated charges and have the authority to use the above account number for any charges. I understand any changes in event times and any damages to Reynolda Gardens caused by my event may result in additional charges above the estimated charges.

Date Approved: **Signature:**

Title: