



EVENT PLANNING CHECKLIST

Room Reservation

Check The Hall on-line calendar for room availability. If the event extends into the evening (after 5:00 pm), first check with Emma Duran-Forbes at 642-2275.

Event Calendar Form

Complete and submit to Emma Duran-Forbes in room 209 or mailbox #11. The form can be found outside room 209, on the B-level mailbox bulletin board, in the Hall Info folder on the server under "Event Planning" or on-line at <http://lawrencehallofscience.org/staff>.

It is important to provide this information if you are holding workshops, meetings or other types of events at the Hall in order for our Visitor Services staff to better serve your guests and clients. If your event involves outside participants, is taking place before or after usual business hours, and/or involves using spaces other than the conferences rooms available for booking online, an Event Form should be filed with Emma.

AV equipment

Make on-line requests via Kaseya request system.

Catering

Contact Bay View Café for in-house, daytime events. Please keep in mind that the serving of alcoholic beverages is only allowed after 5:00 pm. See Alcohol Permit Request below.

Parking Passes for conference or meeting attendees

Submit Visitor Parking Pass Authorization Form to Business Office (room 206). Form is available outside room 206 or on-line at

Campuslife.berkeley.edu/busops
Click on the LHS center site
Click on General Services
Select Visitor Parking Pass Form

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Additional items to consider for evening events:

Alcohol Permit Request Form with UCPD

The serving of alcoholic beverages is only allowed after 5:00 pm, when we are closed to the public. The Permit Request Form must be filled out if you are serving alcohol at any event on campus. The form is found on the UCPD web site under “Forms & Applications” at <http://police.berkeley.edu/formsandapplications/>. The Request Form must be submitted at least seven (7) days prior to the event.

Caterers/Vendors

Caterers/vendors must provide LHS with a Certificate of Liability Insurance naming the *Regents of the University of California* as additional insured. The Certificate of Insurance must include General Liability coverage of at least \$1,000,000.

Vendors without insurance coverage may obtain coverage through Marsh, the University’s insurance broker <http://www.marshcampusconnexions.com/uc>

Exhibits

Contact Brooke Smith, Exhibits Director at 643-8884 for special requests, such as having exhibits on after hours.

LHS tables

LHS has an inventory of 12 – five foot round tables (seats 8-10 guests) and 10 - six foot banquet tables. It is the responsibility of the user and/or caterer to set-up and breakdown the equipment and place back in storage unless prior arrangements have been made.

Parking

Guests pay through the self-service parking machines or contact Emma Duran-Forbes at 642-2275 to guide you with reserving entire parking lots.

Custodial Needs

Contact Terry Cadigan, Building & Grounds Manager, at 642-6798 for any special requests

