



LOMA LINDA
UNIVERSITY

Wong Kerlee International Conference Center Reservation Information

11175 Campus St., Loma Linda, CA 92350
Phone: (909) 558-8244 Fax: (909) 558-0290

Thank you for selecting the Wong Kerlee International Conference Center for your event. We must have this information **before** we can book your event.

Please return this form to our office or fax it to ext. 80290 or (909) 558-0290

Date of Application: _____ (mm/dd/yyyy)

Event Date(s): _____ (mm/dd/yyyy)

Name of Event: _____

Organization/Department: _____

Authorized Contact: _____ Contact Email: _____

Contact Phone: _____ Contact Fax: _____ Contact Pager: _____

PAYMENT

- Cash
- Requisition (#: _____)
- Check
- Credit Card (MC, VISA, AMEX)

of People: _____ Start time: _____ AM PM End time: _____ AM PM

Type of event:

- Conference
- Seminar
- Professional Meeting
- Wedding Reception
- Banquet
- Party (Anniversary, Birthday, Retirement)
- Other (Please describe): _____

No outside food is allowed. No pins or tape allowed on walls or doors

Catering need:

- Continental Breakfast
- Mid-morning Snack
- Lunch
- Afternoon Snack
- Dinner
- Other (Please describe): _____

How do you want the room to be setup?

- Classroom (Tables & chairs)
- Hollow square
- U Shape
- Lecture (Chairs only)
- Banquet (Round tables & chairs)
- Conference
- Other (Please describe): _____

Performing your own setup is not allowed

USAGE

LLUAHSC Functions: Setup fee \$2.00 per chair and \$2.50 per table.

Non-LLUAHSC Functions: Setup fee \$3.00 per chair and \$4.00 per table.

For Media Services please fill out form: "Media services equipment request form"

Audio/Video Services: After 5:00 PM, weekends and holidays there is a **\$25 per hour** charge for a technician.

(Refer to form "Media services equipment request form" for more details).

Limited office supplies and services are available upon request. Additional charges will apply.

Loma Linda University Catering and Wong Kerlee International Conference Center
11175 Campus St. C1110 - Loma Linda, CA 92354 - (909) 558-8244 - Fax: (909) 558-0290