



## 350 California Event Space Reservation Form

**Submit completed form no less than one week in advance of the reservation date to the 350 California Property Mgmt. Office:**

220 Montgomery Street, Suite 116, San Francisco, CA 94104. Phone: 415-421-1444 Email: [350calmanagement@swigco.com](mailto:350calmanagement@swigco.com)

Applicant Information			
Today's Date:	Suite (350 California Tenant):		
Company/User Name:			
Authorized Contact:			Title:
E-Mail:			Phone:
Address:			
Meeting Information			
Date:	Start Time:	End Time:	# of Attendees:
After 7pm Monday – Friday, an additional guard will need to be scheduled. We will provide estimated costs.			
Check all that apply			
<input type="checkbox"/> Mezzanine North Side		<input type="checkbox"/> Mezzanine South Side	
<input type="checkbox"/> Mezzanine Conference Room		<input type="checkbox"/> Mezzanine Game Room	
A/V Setup			
TV on casters	<input type="checkbox"/> 48" TV	<input type="checkbox"/> 55" TV	<input type="checkbox"/> 60" TV
Vendor Insurance Details - Refer to Policies & Procedures for insurance requirements			
Vendor Name(s):		Type Of Vendor(s):	
Will alcohol be served?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, which insurance will cover Liquor Liability?		<input type="checkbox"/> User's Insurance	<input type="checkbox"/> Caterer's Insurance
Afterhours			
HVAC?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fans Only?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Note:			
Please clean up area at end of event.			
Additional Information			
Provide any additional requests here:			