

MUSIC AND VENDOR FORMS

Reservation Date: _____ Time of Reservation: _____ Facility: _____

User's Name: _____ Telephone: _____

Return at least **two weeks** prior to reservation date
 Fax this form to 510.845.3614, or mail to Facilities Office at: Brazilian Room, Tilden Park, Berkeley, CA 94708-2396
 Our new phone number is 510-841-1244.

MUSIC

No music is allowed outside with exception of unamplified music for the ceremony only.

Outside music must not project more than 25 feet from the building.

Ceremony: Name of group/musician _____ Telephone _____

Type of music: (Strings, Flute, Harp, etc.) _____

◆ Music will begin at _____ and end at _____ ◆

Reception/Party: Name of group/musician _____ Telephone _____

Type of music: (Band, DJ, Personal Tapes, etc.) _____

Number of musicians: _____ Explain _____
 (Band size is limited by the size of the assigned space)

◆ Music will begin at _____ and end at _____ ◆

Music for your reception or party must end one hour before close of function.

VENDORS

| | Photographer | Florist | Bakery | Delivery Company |
|-------------------------------|--------------|---------|--------|------------------|
| Name of Company | | | | |
| Telephone Number | | | | |
| Arrival Time | | | | |
| Pick up/Departure Time | | | | |

Remember, white wooden rental chairs must meet approval by the Facilities staff. All items must be delivered and picked up within your contracted reservation time.

The above information is correct. If any changes occur I will be sure to let the Facilities staff know.

Signed _____ Today's Date _____