

Hauptert Union Building Pavilion

Given the multi-functionality of the HUB Pavilion, we've created a quick request form to best communicate your event needs for this space.

As you plan your event, please keep in mind that the Pavilion is used as a dining facility during most hours of the day. Events requiring setup and breakdown after 4PM Monday-Friday and on weekends may be subject to overtime/labor charges.

Please remember to communicate any event changes or cancellations to the HUB Desk, Catering and Media Services at least 3 business days in advance.

Event Name		
Event Date & Time		

	Item Type & Quantity	Location/Placement
Event Tables	<input type="checkbox"/> Normal Dining Setup (Capacity 135) <input type="checkbox"/> Round Banquet Tables: _____ <input type="checkbox"/> 6' Plastic Rectangular Tables: _____ <input type="checkbox"/> 8' Wooded Rectangular Tables : _____ <input type="checkbox"/> High Top Tables: _____	
Catering Tables	<input type="checkbox"/> Round Banquet Tables: _____ <input type="checkbox"/> 6' Plastic Rectangular Tables: _____ <input type="checkbox"/> 8' Wooded Rectangular Tables : _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> N/A	
Seating	<input type="checkbox"/> Chairs: _____ <input type="checkbox"/> Barstools: _____ <input type="checkbox"/> Couches (up to 2): _____ <input type="checkbox"/> Sofa Chairs (up to 4) : _____	
Stage	<div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Low Stage <input type="checkbox"/> High Stage </div> <div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Skirted </div> <div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Square (8'x8') <input type="checkbox"/> Square (16'x16') <input type="checkbox"/> Rectangular (4'x8') <input type="checkbox"/> Rectangular (4'x 16') <input type="checkbox"/> Rectangular (8'x 16') <input type="checkbox"/> T-Shaped (Footprint: 12'x16') <input type="checkbox"/> T-Shaped (Footprint: 16'x16') </div>	<input type="checkbox"/> Please indicate if you need lights removed because of stage performance.
Additional Requests	<input type="checkbox"/> All Media Requests should be submitted via AMOS.	

Please illustrate your setup needs; this document will be shared with FMPC.

