

PARRA

STUDENT UNION

Box 92780 Lake Charles, LA 70609
Telephone 337-475-5609 Fax 337-475-5608

RESERVATIONS - *If you would like to reserve the Parra Ballroom, please call the above office to see if is available for the desired date of your event. If it is, your event will be "penciled" in. However, you will then need to complete a 'Special Events Request Form' and get the necessary signatures and return it within two weeks to confirm the reservation. For all non-affiliated MSU entities, you must pay a \$75.00 deposit and provide a letter of intent from your insurance agent that you will purchase the required insurance 30 days prior to your event. This must be done before the reservation will be confirmed.*

INSURANCE - *Each technical/service industry contractor must provide proof of liability insurance in amounts and coverage specified. All non-affiliated entities (renters) must provide proof of liability insurance (one-time event in the amount of \$1,000,000).*

CATERING - *The person/organization reserving the room is responsible for making catering arrangements exclusively through Chartwell, who is MSU's food service contractor. No outside catering allowed. Please contact them at (337) 475-4101.*

SECURITY & PARKING - *Security must be contracted through the MSU Campus Police. Parking arrangements should also be made through the MSU Campus Police. Please call (337)475-5711 for these services.*

CUSTODIAL SERVICES - *The 'Request For Custodial Service Set-Up Form' must be completed and returned to the above office no later than 2 weeks prior to the event to ensure availability of all requested services and to provide ample time for set up. Since normal set up times are at 5:00 a.m., please do not ask that the custodian contact you for instructions. Twenty-four hour notice is required for cancellation. Failure to do so may result in a \$25.00 take down fee if the room has already been set up. If you have questions, please call the Student Union Office at (337) 475-5609.*

DAMAGES & CLEAN UP - *You are responsible for the condition of the room and the equipment being used. Please do not tape anything to glass doors or painted surfaces. NO ONE SHOULD SIT ON TABLES. You will be charged \$160 for each damaged table. Following your meeting or event, please remove table covers, decorations and personal items. Also please put all trash in trashcans and turn off the lights. If you have checked out the hand held microphone, please make arrangements to turn it back in with the above office.*



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Name of Group/Club _____
 Contact Person _____
 Address _____
 Telephone _____ Cell Phone _____ Fax _____

Date(s) Needed _____ Start Time _____ am/pm Ending Time _____ am/pm

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Date(s) Needed _____ Start Time _____ am/pm Ending Time _____ am/pm

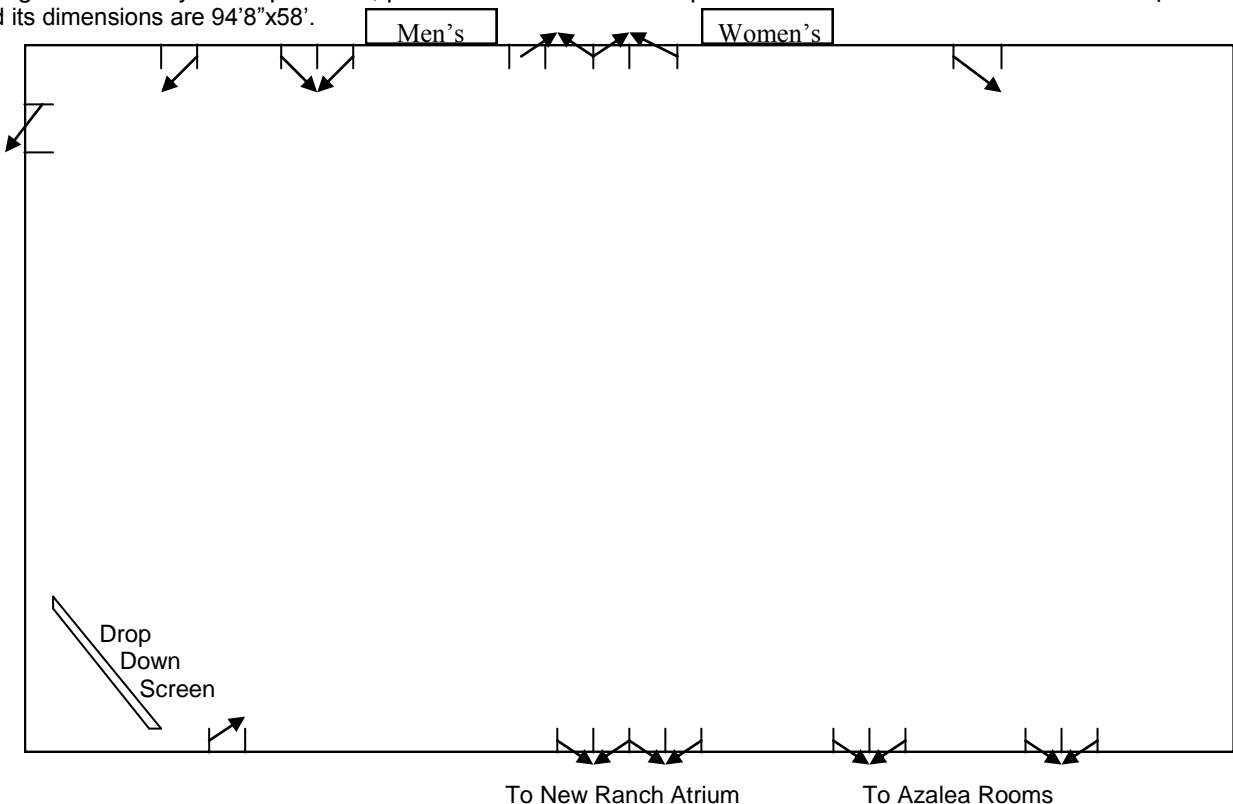
Name of Event _____ Number Attending _____

Describe Event _____

Table = # of Tables _____ Chair = X # of Chairs _____ Podium =

Stage = S Approximate Size of Stage _____ x _____ Microphone? Yes No

Using the above symbols provided, please draw desired set up in the box below. This room is 5531 square feet and its dimensions are 94'8"x58'.



CUSTODIAL USE ONLY Set Up Done By _____
 Start _____ Finish _____ Checked By _____