

**UNIVERSITY of ALASKA ANCHORAGE**  
**CONFERENCE SERVICES**

**Table Request Form**

3700 Sharon Gagnon Lane #6-102  
Phone: (907) 751-7273

Anchorage, Alaska 99508  
Fax: (907) 751-7208

**Applicant Information:**

Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Fax: \_\_\_\_\_  
Organization: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

**Event Information:**

Event Title: \_\_\_\_\_ Location: \_\_\_\_\_

|       |                |               |                   |
|-------|----------------|---------------|-------------------|
| Date: | Delivery time: | Pick up time: | Number of Tables: |
| _____ | _____          | _____         | _____             |
| _____ | _____          | _____         | _____             |

**Payment Method:**

By filling out and signing this form, you accept that your group will be charged \$25 per table per day of use and any other applicable fees.

Check #: \_\_\_\_\_ Make Payable to: **UAA Conference Services**  
**P.O. Box 141606 Anchorage, AK 99514-1606**

Credit Card (please circle one):       VISA             MasterCard      

Other Method: \_\_\_\_\_

**Things to consider:**

1. Tables rented are the property of University Housing, Dining & Conference Services.
2. Point of contact must be available at the time of delivery. Failure to do so could result in cancellation of table
3. An additional labor, maintenance, replacement, and/or cleaning fee may be imposed for excessively dirty, damaged, misplaced, or stolen tables.

**Conditions and Liability:**

I agree to abide by all university policies, including fire regulations, posting, and alcohol policies. I will be responsible for submitting the appropriate forms to Conference Services, and understand that failure to do so may result in the cancellation or changes in the reservation without notice. I agree to submit all changes, including cancellations, to Conference Services a minimum of five business days prior to the scheduled event.

I agree to indemnify, defend, and hold harmless the University of Alaska Anchorage, its employees, officers, agents, and Board of Regents against any and all claims of injury to person or property due directly from any accident occurring in, upon, or about the premises except to the extent such injury or damage results from gross negligence from the university.

I understand that I may be held personally responsible in the event the department, club, or client does not satisfactorily cover the indebtedness resulting from damage or above normal clean up.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date: