

CITY OF SAN DIEGO  
Park and Recreation Department  
Community Services Division

**REQUEST FOR ROOM RESERVATION**  
(FEE WAIVED ACTIVITIES) 5-2005

SAN DIEGO BOTANICAL GARDEN FOUNDATION  
Casa Del Prado – Room 104 –  
2125 Park Blvd  
San Diego CA 92101-4792

**CASA DEL PRADO**

YEAR \_\_\_\_\_

ROOM 101

MEETINGS  
CLASSES  
DINNER

EVENT \_\_\_\_\_

Requesting Organization \_\_\_\_\_

By (name) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ + \_\_\_\_\_

Email Address \_\_\_\_\_

MEETING DATE Jan \_\_\_\_\_ Feb \_\_\_\_\_ Mar \_\_\_\_\_ Apr \_\_\_\_\_ May \_\_\_\_\_ June \_\_\_\_\_

Day of the Week

\_\_\_\_\_ July \_\_\_\_\_ Aug \_\_\_\_\_ Sept \_\_\_\_\_ Oct \_\_\_\_\_ Nov \_\_\_\_\_ Dec \_\_\_\_\_

Arrive to Departure Time FROM \_\_\_\_\_ to \_\_\_\_\_

Actual Event Time FROM \_\_\_\_\_ to \_\_\_\_\_

**EQUIPMENT SET-UP REQUEST**

Tables \_\_\_\_\_ (40 max) Chairs \_\_\_\_\_ Podium \_\_\_\_\_ PA \_\_\_\_\_

Kitchen \_\_\_\_\_ Open Room 104 **YES** \_\_\_\_\_ OtherRequest \_\_\_\_\_

ATTACHED DIAGRAM YES \_\_\_\_\_ NO \_\_\_\_\_

Sponsor Approval \_\_\_\_\_ Confirmed \_\_\_\_\_ Rental Clerk  
1-25-07