

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 104

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

STANDARD ROOM SET-UP

REFER TO ROOM DIAGRAM

Kitchen _____

Other Request _____

Sponsor Approval _____ Confirmed _____ Rental Clerk _____

01-25-07