

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 \_\_\_\_\_

SHOW or SALE

EVENT \_\_\_\_\_

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

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

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

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

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

SHOW / SALE DATES \_\_\_\_\_

Arrive to Setup on Thursday FROM \_\_\_\_\_ to \_\_\_\_\_

Arrive to Setup on Friday FROM \_\_\_\_\_ to \_\_\_\_\_

Arrive Time on Saturday FROM \_\_\_\_\_ to \_\_\_\_\_

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

Arrive Time Sunday FROM \_\_\_\_\_ to \_\_\_\_\_

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

**EQUIPMENT SET-UP REQUEST**

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

Kitchen \_\_\_\_\_ Open Room 104 \_\_\_\_\_ Other Request \_\_\_\_\_

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

Three Copies of this form and diagram are required

Sponsor Approval \_\_\_\_\_ Confirmed \_\_\_\_\_ Rental Clerk