

**RETURN FORM TO Russell and La Rue Park Rental Office**

**Third Party Vendor Form**

**Third party vendors are required to be hired to serve alcohol when a LaRue Park house is hosting an event that will be serving alcohol.** Please Note: Large Scale Events take more time, as they require approval from several campus departments. See Event Guidelines for recommended timelines.

Group Requesting: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Co-hosts: \_\_\_\_\_

Number of Participants: Residents: \_\_\_\_\_ Non-resident Members: \_\_\_\_\_ Guests: \_\_\_\_\_ TOTAL: \_\_\_\_\_

House:  100 Pkwy Cir.  200 Pkwy Cir.  400 Pkwy Cir.  500 \*Courtyard and shared lawn are not permitted event spaces.  
Pkwy Cir.

310 Pkwy Cir.  320 Pkwy Cir.  330 Pkwy Cir.  340 Pkwy Cir.

Event will be held:  Indoors  Outdoors  Combined

Date of Event: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Specific Description of the Event (include the title): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FOR VENDOR USE ONLY:**

Third Party Vendor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**\*\*Vendor acknowledges that they are both an approved UC Davis caterer and an approved Tandem Properties vendor.\*\***

How many employees will be working (i.e. serving alcohol) at this event: \_\_\_\_\_ What is the cost/hr/employee?: \_\_\_\_\_

What time will employees be working the event? Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

By signing below, \_\_\_\_\_, representative of third party vendor \_\_\_\_\_,

agrees that all information provided on this form is both true and accurate.

\_\_\_\_\_  
Signature Printed Name Date

\_\_\_\_\_  
Russell and LaRue Park Office Staff Signature Date

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