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## Booking An Event

### Checking Date Availability for Venue Use:

Contact the Booking Department at (702) 895-3725 on date availability.

### Venue Rental Fees:

Check the Venue Information Sheet for specific details concerning Rental Fee, Certificate of Insurance Requirements, Deposit Requirements and other expenses related to venue use.

### Placing a Date on Hold for an Event:

- Check date availability for venue use.
- Return the completed License Application to the Booking Department (fax: 702-895-1814)
- Provide letters of references from three past event site locations (may be substituted with business references)
- Return the non-refundable venue deposit as stated on the Venue Information Sheet. (The deposit will be applied to the rental expenses once the event is confirmed.) Certified Checks to be made out to "UNLV Board of Regents".

Please note: Until the License Application is officially acted upon and a contract executed, there shall be no legal or binding commitment between the Venue and the License Applicant.