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Need an event venue under the request deadline? Contact Event Services directly for further assistance



Ballroom/Multipurpose **Venue Requests** Events occurring in: Auditorium/Lecture Hall **Major Entertainment Requests Performance Venue Requests** Commonwealth Ballroom **Venue Requests** (Production required for all events) GLC Multipurpose Room (Student Orgs only) Events occurring in: Owens Ballroom • Colonial Hall Events occurring in: Any request to bring a performer GLC Auditorium • Burruss Hall Auditorium (concert, comedian, speaker, etc.) **Campus Common Space -**• Haymarket Theatre with a contract valued at \$5,000+ **Event Requests** and/or over 1.000+ attendees. ABC (Alcohol) Banquet License Application - Virginia Alcoholic Beverage Control Authority Temporary Food Establishment Permit Requests - Virginia Department of Health University Building Official Permit Virginia Tech Police - Security Form **Open Burn Permit Requests** ST **Insurance Certificate Submission** R M **Outdoor Equipment Rentals** ш ERVICI **Event Equipment Rentals** Linen Requests S **Ticket Sales/Distribution Requests Production Services Requests** 12 10 Business **Business** Days Days 75 30 20 14 Business Business Business **Business** Days Days Days Days

RESERVATION REQUEST DEADLINES -

KEY

Service Request Deadline Service Requests considered but not guaranteed

External Entity Provided Service Campus Partner Provided Service SECL Provided Service

