



Event Request Form

Company Name:

Email Address:

Event Name:

Number of Guests:

Contact Name:

Contact Number:

Event Date:

Start Time:

End Time:

VENUE	CAPACITY	COST/DAY
Auditorium	700	25,000.00
Atrium	1500	15,000.00
Lecture theater with interpretation booth	154	10,000.00
Lecture theater without interpretation room	156	7,000.00
Oval room	200	5,000.00
Classroom	68	1,000.00

SPORTS COURTS	COST/HOUR
Volley Ball	400.00
Basket Ball	400.00
Hand Ball	400.00
Football	400.00
Badminton	400.00
Dance Room	400.00
Martial Arts Room	400.00
Climbing Wall	400.00

REQUIREMENTS

Microphones

Wireless handheld microphones

Wireless clip-on microphones

Translation

Catering services

Flowers

PLEASE STATE ANY ADDITIONAL REQUIREMENTS OR REQUESTS

Kindly send us back this form to generalservices@psuad.ac.ae