

The Garden Room Reservation

Please complete ALL relevant fields.

Restaurant Name: The Garden Room

Name on Reservation:

Cell/Work Phone Number:

Day and Date of Reservation:

Time:

Number of People:

Workshop ____ Recruitment ____

PTAO: This will be used to pay for the lunch. Please remember to bring back the receipt..

P_____T_____A_____O_____

Once this has been received by the [Department's Administrative Assistant](#), you will need to go to the main office, Room 237, to sign it to confirm your request.

Signature: _____

Date: _____

Notes: