



Cornell University Southeast Asia Program

180 Uris Hall
Ithaca, NY 14850
t 607.255.2378
f 607.254.5000
SEAP@cornell.edu
www.seap.einaudi.cornell.edu

Kahin Center Event Application

Name of Event

Description of Event

Event Date

Setup Time

Start Time

End Time

Estimated Number of Attendees Seated

Estimated Number of Attendees Standing

Contact Information

Name

Department/Program

Campus Address

Email

Phone Number

Mobile Phone Number

Caterer Information (if applicable)

Caterer's Name

Caterer's Phone

Caterer's Arrival Time

Type of Food/Refreshments

Rooms Required

Large Meeting Room

Seminar Room

Kitchen

Large Room Arrangement

Theater Style

Seminar Style

Sit-Down Dinner

Fees

For more information on fees, please consult Kahin Center Event Policies. For **Cornell departments or programs**, the rental charge for your event will be billed to the account number listed below.

Account Number (applicable to departments and programs)

Name of person with signature privileges on the account

Phone

Email



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For **non-Cornell organizations**, please send a check made out to The Southeast Asia Program to the following address:

The Southeast Asia Program
Cornell University
180 Uris Hall
Ithaca, NY 14853

Charges incurred for repairs or cleaning of Kahin Center property or equipment damaged during your event will be reimbursed according to the same procedure.

By checking this box, I agree to abide by the Kahin Center event policies and the conditions of this reservation form.