

CITY OF SAN DIEGO
Park and Recreation Department
5-2005
Community Services Division

REQUEST FOR ROOM RESERVATION
CASA DEL PRADO

SAN DIEGO BOTANICAL GARDEN FOUNDATION
Casa Del Prado – Room 104
2125 Park Blvd
San Diego, CA 92101-4792

YEAR

ROOM

EVENT

Requesting Organization

Name

Address

City

State

Zipcode

Phone

Email Address

MEETING DAY & TIME

January

February

March

April

May

June

July

August

September

October

November

December

Day of the month

Arrival Time

Departure Time

Event Start Time

Event End Time

EQUIPMENT SET-UP REQUEST

Tables

Chairs

Podium

PA

OTHER INFO

Kitchen

Open Room 104

Room Diagram Attached

Other Requests