

CITY OF SAN DIEGO  
Park and Recreation Department  
Community Services Division

REQUEST FOR ROOM RESERVATION  
(FEE WAIVED ACTIVITIES) 5-2005

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

CASA DEL PRADO

YEAR \_\_\_\_\_

ROOM PATIO "B"

SALES

EVENT \_\_\_\_\_

Requesting Organization \_\_\_\_\_

By (name) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ + \_\_\_\_\_

Email Address \_\_\_\_\_

SALE DATES \_\_\_\_\_

Arrive Time on Saturday FROM \_\_\_\_\_ to \_\_\_\_\_

Saturday Actual Event Time FROM \_\_\_\_\_ to \_\_\_\_\_

Arrive Time on Sunday FROM \_\_\_\_\_ to \_\_\_\_\_

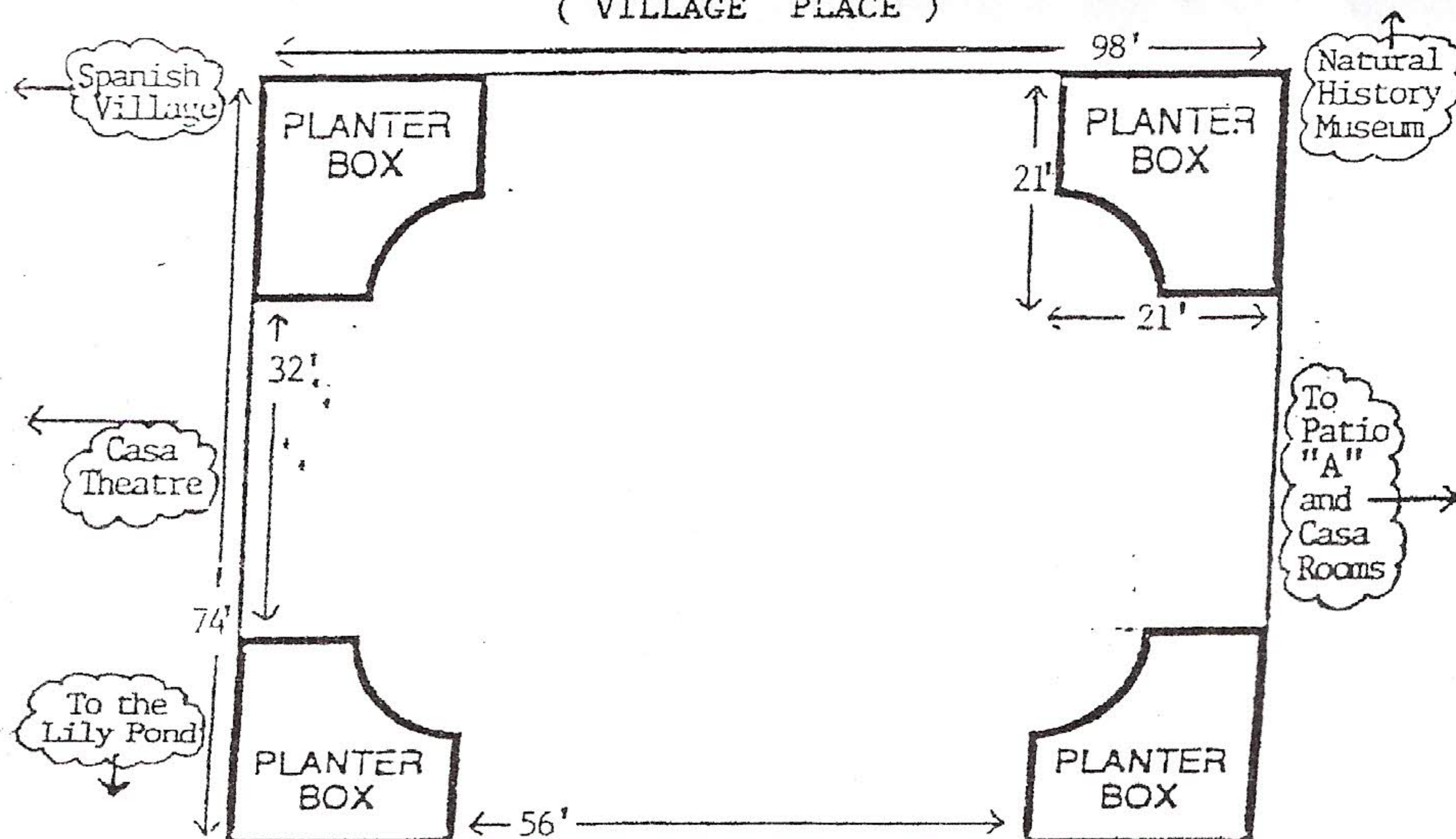
Sunday Actual Event Time FROM \_\_\_\_\_ to \_\_\_\_\_

**EQUIPMENT SET-UP REQUEST**

Tables \_\_\_\_\_ (54 max) Chairs \_\_\_\_\_ (320 max) Kitchen \_\_\_\_\_ Open Room  
104 YES

In the space below, please draw a complete set-up diagram for your function.

X = CHAIR [ ] = TABLE  
( VILLAGE PLACE )



Sponsor Approval \_\_\_\_\_ Confirmed \_\_\_\_\_ Rental Clerk \_\_\_\_\_