Washington University in St. Louis: Approved Venue Form

Venue: Knight Center
Address: 1 Brookings Drive Box 1194
Contact Name & Title: Holly Jurgensen
Website: www.olin.wustl.edu/knightcenter
Phone & Fax: 314-935-4668
Email: jurgensen@olin.wustl.edu

Total Spaces: 11
D/Music Options: Bring own
Security Options: Venue can provide or groups may bring
Parking/Buses/Cars: Millbrook Garage parking

Cost: TBD

Space # 1
Name: Rooms 220, 210
Rental Cost: TBD
Deposits: Yes
Standing Capacity: 
Banquet Capacity: 
Theatre Capacity: 
Other Capacity: Classroom-80

Can outside food/non-alcoholic drinks be brought into this space?: Yes
Food Options at Space: Catering menu available

Minimum Catering Cost: TBD
Deposit: 0
Bar Tab Requirement: 250
Bartender Fee for Cash Bar: 75

Number of Entry/Exit Points: 2
Bathroom Access: Yes

AV Access Available: Yes
Cost: TBD
Time Restrictions for Start/End of Events: TBD

Notes/Other:

Space # 2
Name: Room 200
Rental Cost: TBD
Deposits: Yes
Standing Capacity: 
Banquet Capacity: 
Theatre Capacity: 
Other Capacity: Classroom 115

Can outside food/non-alcoholic drinks be brought into this space?: Yes
Food Options at Space: Catering Menu Available

Minimum Catering Cost: TBD
Deposit: 0
Bar Tab Requirement: 250
Bartender Fee for Cash Bar: 75

Number of Entry/Exit Points: 2
Bathroom Access: Yes

AV Access Available: Yes
Cost: TBD
Time Restrictions for Start/End of Events: TBD

Notes/Other:
Space # 3

Name: 211  
Rental Cost: TBD  
Deposit: Yes  

Standing Capacity: 50  
Banquet Capacity: 48  
Theatre Capacity: 55  
Other Capacity:  

Can outside food/non-alcoholic drinks be brought into this space?: Yes  

Food Options at Space:  
Catering menu available  

Minimum Catering Cost: TBD  
Deposit: 0  
Bar Tab Requirement: 250  
Bartender Fee for Cash Bar: 75  

Number of Entry/Exit Points: 1  
Bathroom Access: Yes  

AV Access Available: Yes  
Cost: TBD  
Time Restrictions for Start/End of Events: TBD  

Notes/Other:  

Space # 4

Name: 340  
Rental Cost: TBD  
Deposit: No  

Standing Capacity: 120  
Banquet Capacity: 80  
Theatre Capacity: 100  
Other Capacity:  

Can outside food/non-alcoholic drinks be brought into this space?: Yes  

Food Options at Space:  
Banquet Catering Available  

Minimum Catering Cost: TBD  
Deposit: 0  
Bar Tab Requirement: 250  
Bartender Fee for Cash Bar: 75  

Number of Entry/Exit Points: 2  
Bathroom Access: Yes  

AV Access Available: Yes  
Cost: TBD  
Time Restrictions for Start/End of Events: 4-10 M-F  

Notes/Other: Weekend Availability TBD  

Additional Notes:  

Venue Visited By:  
Date of Visit:  
Space # 3

Name: Boardroom  
Rental Cost: TBD  
Deposit: No

Standing Capacity:  
Banquet Capacity:  
Theatre Capacity:  
Other Capacity: Conference: 26

Can outside food/non-alcoholic drinks be brought into this space?: Yes

Food Options at Space: Catering menu available

Minimum Catering Cost: TBD  
Deposit: 0  
Bar Tab Requirement: 250  
Bartender Fee for Cash Bar: 75

Number of Entry/Exit Points: 1  
Bathroom Access: Yes

AV Access Available: Yes  
Cost: TBD  
Time Restrictions for Start/End of Events: TBD

Notes/Other:

Space # 4

Name: Culler  
Rental Cost: TBD  
Deposit: No

Standing Capacity: 35  
Banquet Capacity: 24  
Theatre Capacity: 30  
Other Capacity:

Can outside food/non-alcoholic drinks be brought into this space?: Yes

Food Options at Space: Banquet Catering Available

Minimum Catering Cost: TBD  
Deposit: 0  
Bar Tab Requirement: 250  
Bartender Fee for Cash Bar: 75

Number of Entry/Exit Points: 2  
Bathroom Access: Yes

AV Access Available: Yes  
Cost: TBD  
Time Restrictions for Start/End of Events: TBD

Notes/Other:

Additional Notes:


Venue Visited By:  
Date of Visit:
### Space # 3

<table>
<thead>
<tr>
<th>Name: ODonnell</th>
<th>Rental Cost: TBD</th>
<th>Deposit: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing Capacity: 80</td>
<td>Banquet Capacity: 48</td>
<td>Theatre Capacity: 36</td>
</tr>
<tr>
<td>Can outside food/non-alcoholic drinks be brought into this space?: Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Food Options at Space:** Catering menu available

**Minimum Catering Cost:** TBD  **Deposit:** 0  **Bar Tab Requirement:** 250  **Bartender Fee for Cash Bar:** 75

**Number of Entry/Exit Points:** 1  **Bathroom Access:** Yes

**AV Access Available:** Yes  **Cost:** TBD  **Time Restrictions for Start/End of Events:** TBD

**Notes/Other:**

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### Space # 4

<table>
<thead>
<tr>
<th>Name: PDR</th>
<th>Rental Cost: TBD</th>
<th>Deposit: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing Capacity:</td>
<td>Banquet Capacity: 18</td>
<td>Theatre Capacity:</td>
</tr>
<tr>
<td>Can outside food/non-alcoholic drinks be brought into this space?: Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Food Options at Space:** Banquet Catering Available

**Minimum Catering Cost:** None  **Deposit:** 0  **Bar Tab Requirement:** 250  **Bartender Fee for Cash Bar:** 75

**Number of Entry/Exit Points:** 1  **Bathroom Access:** Yes

**AV Access Available:** Yes  **Cost:** TBD  **Time Restrictions for Start/End of Events:** TBD

**Notes/Other:**

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**Additional Notes:**

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**Venue Visited By:**  
**Date of Visit:**
### Space #3

- **Name:** Dining Room
- **Rental Cost:** TBD
- **Deposit:** No
- **Standing Capacity:** 300
- **Banquet Capacity:** 200
- **Theatre Capacity:** 225
- **Other Capacity:**
- **Can outside food/non-alcoholic drinks be brought into this space?:** Yes
- **Food Options at Space:** Catering menu available
- **Minimum Catering Cost:** TBD
- **Deposit:** 0
- **Bar Tab Requirement:** 250
- **Bartender Fee for Cash Bar:** 75
- **Number of Entry/Exit Points:** 3
- **Bathroom Access:** Yes
- **AV Access Available:** Yes
- **Cost:** TBD
- **Time Restrictions for Start/End of Events:** TBD
- **Notes/Other:**

### Space #4

- **Name:** DUB
- **Rental Cost:** TBD
- **Deposit:** No
- **Standing Capacity:** 30
- **Banquet Capacity:**
- **Theatre Capacity:**
- **Other Capacity:**
- **Can outside food/non-alcoholic drinks be brought into this space?:** Yes
- **Food Options at Space:** Banquet Catering Available
- **Minimum Catering Cost:** None
- **Deposit:** 0
- **Bar Tab Requirement:** 250
- **Bartender Fee for Cash Bar:** 75
- **Number of Entry/Exit Points:** 1
- **Bathroom Access:** Yes
- **AV Access Available:** Yes
- **Cost:** TBD
- **Time Restrictions for Start/End of Events:** 4-10 M-F
- **Notes/Other:** Weekend Availability TBD

**Additional Notes:**

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**Venue Visited By:** ___________________________  **Date of Visit:** ___________________________