



## CAMPUS ACTIVITIES COMPLEX PERSONAL EVENTS APPLICATION

### Contact Information

Name(s): \_\_\_\_\_ Email: \_\_\_\_\_

For weddings, please provide names of both wedding principals.

Phone: \_\_\_\_\_

MIT Affiliation:     Student     Staff     Faculty     Alumni     Other: \_\_\_\_\_

### Event Information

Event Type:     Wedding     Memorial Service     Other: \_\_\_\_\_

\*\*Please note: Weddings may not be performed by a justice of the peace.  
Out-of-state clergy must register with the Commonwealth of Massachusetts\*\*

Requested Space(s):

MIT Chapel - *Use of the MIT Chapel requires the event be spiritual in nature*

*For Rates, consult the appropriate year CAC fee chart at this link, <http://studentlife.mit.edu/cac/services/support-fees>.  
(please note that these flat rates allow up to 3.5 hours).*

Chapel Turnaround – *Can park up to 13 cars (double-parked), included with Chapel rate **when available**.  
\*\*Not automatically extended for reception, please inquire for availability\*\**

Reception Space: \_\_\_\_\_

*For Rates, consult the appropriate year CAC fee chart at this link, <http://studentlife.mit.edu/cac/services/support-fees>.  
(please note that personal event fees are the column which includes non-MIT attendees and are hourly rates)*

Requested Date(s) [include rehearsal date for weddings]: \_\_\_\_\_

Setup Time(s): \_\_\_\_\_ Event Start Time(s): \_\_\_\_\_

Event End Time(s): \_\_\_\_\_ Attendance: \_\_\_\_\_

### Registration

If either of the following apply, an Event Registration Form must be completed at least one week prior to your event.

100+ guests [does not apply to Chapel]     Alcohol [cash bars will require a liquor license from Cambridge]

The individual completing the form must be 21+, present at the event, and not consume alcohol during the event.

\*\*Please note: MIT Police must sign Event Registration Forms and may assign police details to your event at their discretion. You will be responsible for paying the cost of the police detail in addition to the room rate\*\*

### Catering

- There are no kitchens available in CAC buildings. All cooking must be done off-site (except outdoor BBQ).
- Off-campus caterers must provide proof of \$1 million in liability insurance before operating at MIT.
- Use of an off-campus caterer may incur an additional \$200 fee on top of the room rate.

### Other Additional Costs

- Rental furniture and tents [CAC can help coordinate rentals if we do not have appropriate equipment available].
- Facilities work requests [e.g. outdoor trash pickup, additional electricity].

### Agreement

I understand that completion of this form does not guarantee availability of space. Space will be held no more than 15 days without a 50% non-refundable deposit. Balance must be paid one month prior to the event, or space will be forfeited.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_