

Application for Party Reimbursement

*Applications that are not filled out correctly will not be processed, please read the directions carefully. Contact Ckhemraj@brandeis.edu with any questions.

*Please allow 7 business days after the submission of all receipts to process the check

*Name and on-campus phone extension of hosts:

1.	5.
2.	6.
3.	7.
4.	8.

Location of Party _____

Is the location a wet location (Foster Mods, select locations in Charles River Apartments, Ziv and Ridgewood)? Check one box.

Yes
No

How many guests in total are you expecting at your party? _____

How are you inviting people to your party? Check all that apply:

Facebook Event
E-vite
Email
Word of Mouth
Other _____

Is the party themed? If so, please describe the theme.

Have you previously been reimbursed for parties this semester? If so, how many?

Why should we reimburse your party? What would reimbursement add to your party?

What are you planning on serving at your party?

Agreement-

We, the hosts of the party, have read, understood, and agreed to the guidelines and eligibility requirements for this program. We understand that we are the sole hosts of the party and are liable for any legal action that may occur because of events at our party. We agree to obey Rights and Responsibilities, rules and regulations of the Student Union government, and prioritize the safety of our guests at our party.

1.	5.
2.	6.
3.	7.
4.	8.