



**Texas A&M International University  
Lamar Bruni Vergara Planetarium  
Event Request Form**



(Event is not confirmed until you receive a confirmation number from our office)

Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Date: \_\_\_\_\_ Preferred Time: \_\_\_\_\_

Preferred Show (s): \_\_\_\_\_

**Attendees:**

Specify the total guests that will be attending. Events such as birthday parties or where groups of children might be present; they must be supervised by adults at all times.

***Guests:***

Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Total guests: \_\_\_\_\_

**Catering Services:**

If you are interested in purchasing a meal plan, Aramark has exclusive rights at Texas A&M International University; you **must** contact their office for more information and to make arrangements at (956) 326-2091 or [catering@tamiu.edu](mailto:catering@tamiu.edu).

**Room Reservations:**

Meals will **not** be served at the Planetarium. Please contact the TAMIU Event Services Manager to make a room reservation at (956) 326-2930 or by sending an email at [room-scheduling@tamiu.edu](mailto:room-scheduling@tamiu.edu). Visit their website at [www.tamiu.edu/reservation](http://www.tamiu.edu/reservation).

## **Rules:**

- Food and Drinks are not allowed inside the planetarium.
- NO Gum or Candy
- Sharp objects such as pencils, pens, scissors and knives are not allowed.
- Electronics such as radios, cellular phones, and iPods should be turned off prior to entering the planetarium.
- NO photography or video recording is allowed during the presentation.
- The planetarium holds eighty-seven people (87) with room for up to four (4) wheelchairs.
- Partial occupancy groups may be combined with other groups at the discretion of the reservations office.
- Once the show has started the doors will be closed and opened only in case of an emergency.
- Cancellations must be reported to reservations office at 956.326.2463 at least one week prior to your scheduled visit.
- Payment needs to be made at time of arrival. NO Purchase Orders are accepted. Cash, Checks, and Credit Cards – Visa, MasterCard – are accepted.
- There are no free admissions. Fees are tax-exempt.

## **Admission Rates:**

Please call (956) 326.2463 for admission prices.