

THE BOARDROOM RESERVATION APPLICATION

DAY, DATE AND TIME YOUR EVENT IS SCHEDULED FOR: _____
(Price may vary from weekday to weekends.)

NAME OF PARTY: _____

PHONE NUMBER: _____

WHAT KIND OF EVENT WILL BE TAKING PLACE? (Wedding, birthday, meeting, or class)

HOW MANY PEOPLE WILL BE ATTENDING? _____

WILL YOU NEED TABLES AND CHAIRS?: _____

WOULD YOU LIKE ROUND TABLES OR CLASSROOM STYLE TABLES?: _____
IF SO, WILL YOU NEED TABLE LINENS? _____

WILL YOU NEED TO USE ANY OF OUR EQUIPMENT?

- _____ EASEL
- _____ XGA OVERHEAD PROJECTOR WITH SCREEN
- _____ PRESENTATION SCREEN ONLY (POWERPOINT/SLIDESHOWS)
- _____ TRANSPARENCY PROJECTOR
- _____ TV WITH VCR OR DVD
- _____ MICROPHONE (LAPEL OR CORDLESS)
- _____ DRY ERASE BOARD
- _____ PODIUM
- _____ MARQUEE (SIGN) OUT FRONT

WOULD YOU LIKE A PRICE QUOTE? _____