

MEETING SPACE REQUEST FORM

Company Name: _____ Contact: _____
Phone: _____ Email: _____

Date space is required: _____
Start time of function: _____ End time of function: _____

What will this space be used for? In-house meeting Presentation for invited guests Client Meetings

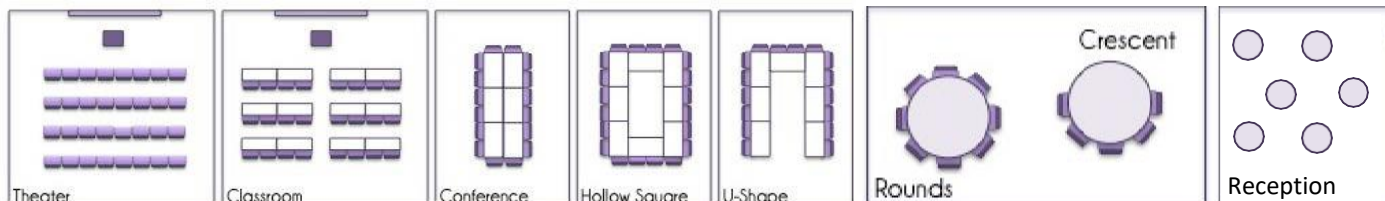
Description of Meeting: _____

Do you want this event posted? On hotel directory (if available) and on door On door only Do not post

If yes, how would you like it posted? (i.e. "company name" Meeting Room) _____

Please select your room set (select all that apply):

- Theatre for _____ people
- Classroom for _____ people
- Conference for _____ people
- Hollow-Square for _____ people
- Other (please explain): _____
- U-Shape for _____ people
- Banquet: _____ rounds w/ _____ chairs ea.
- Crescent: _____ rounds w/ _____ chairs ea. (max 6 chairs)
- Reception for _____ people



Other room amenities (select all that apply, all rooms will automatically be set with a water station, wastebasket and space for food and beverage) *:

- Audio Visual Equipment: (i.e. screen, projector, microphones, etc. –must be ordered separately through AV company and are an additional cost)
- Stage (appx. size _____ x _____)
- Head table for _____ people
- Standing podium
- Skirted cocktail table next to podium
- Literature Table – 6' draped/skirted table in room
- Registration Table – 6' draped/skirted table outside of room at entrance with two (2) chairs
- Easel(s) (qty. _____)
- Specialty Furniture (i.e. couches, plants, divider walls, upgraded tables and chairs, etc. – must be ordered separately through Freeman and are an additional cost)
- Other (please explain): _____

*Room amenities may be at an additional cost

Signature: _____ Date: _____