



## 2019 Meeting/Event Planner Application (if applicable)

Business Name: \_\_\_\_\_ Facility Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

Facility description? (If you need more room, please use the back.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**# of meeting/event rooms:** \_\_\_\_\_

**Largest meeting room (sq. ft.):** \_\_\_\_\_

**Total meeting space (sq. ft.):** \_\_\_\_\_

**Dinner seating capacity :** \_\_\_\_\_

**Theater style capacity:** \_\_\_\_\_

**Services/Amenities, check all that apply...**

Lodging Property #of rooms \_\_\_\_\_

Restaurant/Food Available

In-House Catering

Available On-Site Kitchen for Outside Catering

Table Linens Available

Internet Access

WIFI in meeting rooms (wireless internet)

LCD Projector (for use with laptop)

**NOTE: If you have multiple meeting/event rooms or outdoor space, please list each one below.**

<u>Name of Room</u>	<u>DIMENSIONS:</u>		<u>HOW MANY PEOPLE FIT:</u>			
	<u>Sq ft.</u>	<u>W X L</u>	<u>(chairs only) Theatre style</u>	<u>(meal) Banquet</u>	<u>Classroom</u>	<u>(standing) Reception</u>
EXAMPLE: Aerie Room	1200	60 X 20	150	75	120	200