



2020 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