RESERVATION INFORMATION

Event Title:_____________________________________________________________________________________________________

Date of Event:________________________________________Time of Event: (start)________________________ (end)_______________________

Contact Name:_________________________________________Phone:________________________Email:______________________

Expected Attendance*:_________________ Is Chartwells providing food*?______________

*We will set the room to accommodate attendance numbers
*Attach a copy of the catering form

SET-UP OPTIONS

Please circle your requested set-up style and indicate the number of tables and chairs you will need in the spaces below:

IMPORTANT INFORMATION

- This room is equipped with a lectern that contains a microphone, microphone volume controls, DVD player, VCR, computer hook-up, and access to a screen and projector. You must provide your own lap top for an A/V presentation. We are not responsible for providing assistance with A/V equipment.
- Check your A/V presentation prior to your event: not all laptops and software are compatible with the lecterns.
- A small stage is provided in the Rhododendron Room. The stage CANNOT be moved. The screen and projector have been mounted on the ceiling.
- Automatic blinds are installed in the room. Please locate the box in the center of the room to adjust the blinds as needed for your event.

LECTURE STYLE

BANQUET

CLASSROOM

EXHIBIT

CONFERENCES

BOARDROOM

Please draw your selected set-up in relation to the room diagram:

TOTAL RECTANGLE TABLES:_________ TOTAL ROUND TABLES:_________ TOTAL CHAIRS:_________

ADDITIONAL REQUESTS:

Please circle your requested set-up style and indicate the number of tables and chairs you will need in the spaces below:

TOTAL RECTANGLE TABLES:_________ TOTAL ROUND TABLES:_________ TOTAL CHAIRS:_________

ADDITIONAL REQUESTS:

PLEASE DRAW YOUR SELECTED SET-UP IN RELATION TO THE ROOM DIAGRAM: