|  |  |
| --- | --- |
| Name:  |  |
| Company: |  |
| Email: |  |
| Phone Number: |  |
| Date of Rental: |  |
| Number of People:  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | # Rental Hours/Day: | Rate | Total |
| Small Conf (Birkdale) |  |  |  |
| Small Conf (Northpointe) |  |  |  |
| Large Conf (Northpointe) |  |  |  |

Amenities Include:

* Free Internet
* Web Conference Capabilities
* Full Large Whiteboard(s)
* Beverages Include: Coffee, Hot Tea, Water Dispenser, Water Bottles, Coke, Diet Coke, and Sprite. (All beverages our located in our kitchen)
* Copies are available at $0.15 each copy.

\*We require a 50% deposit of the total amount to hold your reservation. Final payment is due on the day of service any additional items such as printing.

\*Reservations can be cancelled or rescheduled without penalty up to 5 days in advance of the meeting.

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |

\*Please let our office know ahead of time if you have any special requests or concerns, so we may do our best to accommodate you.