

LOBBY
RESERVATION
REQUEST



The submittal of this reservation request does not guarantee usage of the lobby. Reservation is not guaranteed without approval of management, signed agreement submitted, and deposit has been paid.

Contact Info

Renter/Group: _____
Representative: _____
Address: _____
City, State, Zip: _____
Phone #1: _____
Phone #2: _____

Event Info

Type of Event: _____
Requested Date: _____
Requested Time: _____
of Attendees: _____

Food

Circle:
Yes | No
Kitchen Needed:
Catering Needed: Yes | No Andrews Food Service | Other
Please list potential Caterers to be approved at Management's discretion:

Additional

Circle:
Yes | No
Piano Needed:
Sound Equip. Needed: Yes | No
Podium Needed: Yes | No

For office use only: _____Calendar _____Agreement Sent _____Usage Agreement _____Deposit