

BERRY CENTER ROOM REQUEST FORM

This form is for informational purposes only. IT IS **NOT** A CONTRACT. Completion of this form does not guarantee approval of request. You will be notified by phone or email of confirmation.

Date requested:			
Arrival time (for set-up):		Guest arrival time:	
Actual event time:		Move out time:	
Company/Organization:			
Purpose/Name of event:			
Contact person:		Telephone #:	
Email address:		Total number in attendance:	
Number of rooms needed: (breakout rooms, refreshments/meals)			
(Complete the information below for each room)			
Number of people/Time:		Number of people/Time:	
Room #1 setup: (i.e. U-shape, # per table, etc.)		Room #3 setup:	
Number of people/Time:		Number of people/Time:	
Room #2 setup:		Room #4 setup:	

Equipment needs	<input type="checkbox"/> TV Cart	<input type="checkbox"/> Smart Board
	<input type="checkbox"/> TV / DVD / VCR Combo	<input type="checkbox"/> Screen (projection)
	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Risers
	<input type="checkbox"/> Laptop Computer	<input type="checkbox"/> Microphone (wired or wireless)
	<input type="checkbox"/> Projector	<input type="checkbox"/> Microphone Stand
	<input type="checkbox"/> Elmo Projector	<input type="checkbox"/> Easel (flip charts not provided)
	<input type="checkbox"/> Other (explain):	
Room set-up	<input type="checkbox"/> Stage	<input type="checkbox"/> Round Tables 60"
	<input type="checkbox"/> Handicap Ramp	<input type="checkbox"/> Round Tables 72"
	<input type="checkbox"/> Backdrop (black curtain)	<input type="checkbox"/> Conference Chairs
	<input type="checkbox"/> Dividing Curtain for Arena (Half-House)	<input type="checkbox"/> Podium Stand-up
	<input type="checkbox"/> Rectangle Tables 8' x 18"	<input type="checkbox"/> Podium Table-top
	<input type="checkbox"/> Rectangle Tables 8' x 30"	<input type="checkbox"/> Divider / Petition
	<input type="checkbox"/> Rectangle Tables 6' x 18"	
	<input type="checkbox"/> Other (explain):	

Please return completed form to:

Fax Number: 281.894.3911

OFFICE USE ONLY

Date requested:	Date confirmed:
Room assigned:	

The Berry Center Staff is not responsible for personal items left unattended in the building.