



VENUES and CATERING

Venues (attach any brochure available)

Name of Venue/Caterer:

Address: _____

Contact/Contact Information (names/numbers, phone, email, website):

Description of room or rooms available

Number venue can handle:

Parking availability:

Tables: sizes, tablecloths/decorations available?

Basic room rental charge

Technology available (overhead, sound, microphones)

Podium/dais available?

Extra charges

Any holiday decorations provided?

Notes on menus/catering

Personnel provided (serving, cleanup)

Catering (attach any brochure available):

Dietary options available?

Buffet or plated meals?

On-site and off-site catering available?