

MEETING ROOM REQUEST FORM



Half Day

(8 a.m.-12 p.m. Pastries & Coffee) (1 p.m. to 5 p.m. Cookies & Coffee)
Plus Audio-Visual Equipment:

- AC Classroom Package, 10-24 attendees:\$ 475
- AC Classroom Package, 25- 39 attendees:\$ 575
- AC Seminar Room Package, 40-79 attendees:\$1,200
- AC Seminar Room Package, 80-120 attendees:\$1,400

Full Day

Pastries & Coffee, Cookies & Coffee, Audio-Visual Equipment:

- AC Classroom Package, 10-24 attendees\$ 750
- AC Classroom Package, 25- 39 attendees\$ 950
- AC Seminar Room Package, 40-79 attendees\$1,650
- AC Seminar Room Package, 80-120 attendees\$1,950

Select your AC Meeting Conference Date: _____

_____ Number of Attendees

- Half Day 8 a.m. – 12 p.m.
- Half Day 1 p.m. – 5 p.m.
- Full Day
- Lunch Buffet

Gourmet Lunch Buffets \$16 per person plus tax.

Gourmet Lunch Buffets

(Select one menu item for the entire group each day of meeting.)

| MENU ITEM | # OF ORDERS | DAY OF EVENT |
|--------------------------------|-------------|--------------|
| Grilled Shrimp & Scallop Salad | | |
| Beef Tenderloin Salad | | |
| Sausalito Chicken Salad | | |
| Salmon Salad | | |
| Caesar Salad | | |
| Cobb Salad | | |
| Fajita Fiesta Salad | | |
| Greek Salad | | |
| St. James Salad | | |
| Penne Primavera | | |
| Penne Marinara | | |
| Grilled Salmon | | |
| Grilled Chicken Breast | | |
| Chicken Quesadillas | | |
| Southwestern Chicken | | |
| Spinach Enchiladas | | |
| South of the Border | | |
| Signature Sandwich Tray: | | |
| | | |
| | | |

Select A/V EQUIPMENT included:

PROJECTION SCREEN & LCD PROJECTOR _____

COMPANY NAME: _____

FLIP CHART WITH MARKERS _____

PROJECTION SCREEN _____

EVENT NAME: _____

TV PACKAGE – 32" TV & DVD PLAYER _____

CONTACT 1:

NAME: _____

EMAIL: _____

PHONE: _____

CONTACT 2:

NAME: _____

EMAIL: _____

PHONE: _____

BILLING ADDRESS:

CITY/ST.: _____

ZIP: _____