

# Meeting Room Reservation Form

Date of reservation requested: \_\_\_\_\_ Recurring Event? Y \_\_\_ N \_\_\_ Time: \_\_\_\_\_

Date taken: \_\_\_\_\_ Employee: \_\_\_\_\_

Contact information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of Activity:

**Business meeting, Independent Consultant etc.** Name \_\_\_\_\_

\$25 per hour reservation fee per reserved date.

As well as a \*\*\*Pre-purchased \$25.00 Gift card to hold and reserve the date. The card will be kept until the event.

You can use the card to pay for purchases related to this reservation. Any remaining balance will stay with Travellers.

**Non-Profit** Name \_\_\_\_\_

\*\*\*Pre-purchased \$25.00 Gift card to hold and reserve the date. The card will be kept until the event.

You can use the card to pay for purchases related to this reservation. Any remaining balance will stay with Travellers.

**Personal use**, birthday, shower, Bible study, book club etc. Name \_\_\_\_\_

\*\*\*Pre-purchased \$25.00 Gift card to hold and reserve the date. The card will be kept until the event.

You can use the card to pay for purchases related to this reservation. Any remaining balance will stay with Travellers.

How many persons\*\* \_\_\_\_\_ actual or estimated (circle one)

\*\*If less than 6 persons are using the room, a fee of \$25.00 in addition to the \$25.00 gift card is required.

## **NO OUTSIDE FOOD OR DRINK ALLOWED OF ANY KIND**

\*\*\*Your \$25.00 Gift card will be forfeited for any **cancellation** within **5 days** of the event.

Customer Agrees to our terms by signing below. We reserve the right to make changes due to unforeseen circumstances.

Planning to order food for your event? Yes / No (circle one)

Special Food Order form completed - Yes / No (circle one)

Total amount to pay: \_\_\_\_\_ Paid (circle one) Yes / No

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_