

WATERS BUILDING CONFERENCE CENTER RESERVATION REQUEST

- | | |
|--|--|
| <input type="checkbox"/> <u>Anna Waters Room (AW)</u>
Half Day - \$35 Full Day - \$70 | <input type="checkbox"/> <u>David Cassard Sr. Room (DC)</u>
Half Day - \$50 Full Day - \$100 |
| <input type="checkbox"/> <u>Grand Conference Room (Both Rooms Combined)</u>
Half Day - \$85 Full Day - \$170
Night Hours/Weekends – Additional \$25 | |

*COMPLETION OF REQUEST FORM DOES NOT GUARANTEE RESERVATION
CONTACT MANAGEMENT OFFICE FOR ROOM AVAILABILITY*

Contact: _____ Company: _____

Phone#: _____ Date(s) Requested: _____

Time Requested: _____

SETUP SPECIFICATIONS

_____ # of People

U-Shape _____ Rectangle _____ Conference _____ Theatre _____ Classroom _____ Café Style _____
 (Open Middle) (Closed Middle) (Chairs Only)

U-Shape - bottom of "U" will be located at rear (by entrance doors) unless requested otherwise

Theatre/Classroom/Café Style - Head Table Required? _____ # of Seats _____

Registration Table Required? _____ 1 table will be allowed outside the entry doors for registering guests

Signage Needed: No Yes; to read: _____

EQUIPMENT NEEDED: Rates: Half day / Full Day

- | | |
|---|---|
| <input type="checkbox"/> White Board w/ paper & markers
\$5 / \$10
<input type="checkbox"/> Conference Phone/Speakerphone
\$12 / \$20 235-6281
<input type="checkbox"/> High-Speed Internet Access
<input type="checkbox"/> Ethernet (hardwire) Connection \$5/\$10
<input type="checkbox"/> Wireless Router Connection \$10/\$20
<input type="checkbox"/> Projection Equipment (For PowerPoint/etc.)
Ceiling mounted projector w/remote & screen
\$15 / \$30 (DC room only)
<input type="checkbox"/> TV/VCR Monitor w/DVD & VCR players
\$10 / \$20 | <input type="checkbox"/> Overhead Projector & Screen – For Transparencies
\$10 / \$20
<input type="checkbox"/> Overhead Projection Screen (only) n/c
<input type="checkbox"/> Tabletop Podium/Lectern n/c
<input type="checkbox"/> Easel Only n/c
<input type="checkbox"/> Telephone (local calls) n/c |
|---|---|

ADDITIONAL REQUESTS:

Contact office for questions or changes to reservation via phone at 233-8000, fax 459-1901 or e-mail to:
showell@waterscorp.com. Rates subject to change.

**ROOM CHARGES STILL APPLICABLE
WHEN CANCELLATION IS LESS THAN 24 HOURS IN ADVANCE**