

Contact Information:

Contact Name:

Company/Organization:

Telephone #: Cell:

Office:

Name of Event:

Date(s) of Event:

Event Start Time(s):

Event End Time(s):

Expected Attendance / Number of Participants?

Available Spaces:

- Great Hall Sq. Ft. 23,402 (Max Cap Variable)
- Mezzanine Sq. Ft. 4,848 (Max Cap Variable)
- Plaza (Additional Permits May Be Required)
- Lobby Sq. Ft. 10,684
- 1st Floor Meeting Rooms Sq. Ft. 1,200 each per room (Max Cap 80)
- 2nd Floor Meeting Rooms Sq. Ft. 246-506 variable per room (Max Cap Variable)
- Art Gallery Sq. Ft. 2,968 (Max Cap 147)
- Art Gallery Meeting Room Sq. Ft. 850 (Max Cap 56)

Banquet / Gala:

- | | | |
|---|-----|----|
| Will you provide a Decorator? | Yes | No |
| Will you provide a DJ? | Yes | No |
| Will you use the Stage? (Great Hall Level) | Yes | No |
| Will you have a live band? | Yes | No |
| Will you need Staging? (Mezzanine Level) | Yes | No |
| Will you need Microphones? | Yes | No |
| Will you need a Podium? | Yes | No |
| Will you need a Screen and Projector? | Yes | No |
| Would you like Theatrical/Special Lighting? | Yes | No |

PROPOSAL REQUEST FORM - BANQUET / GALA

Would you like a Dance Floor? Yes No

Banquet / Gala Food and Beverage requirements:

Coffee/Juice/Water Breaks:	AM	PM	
Breakfast:	A La Carte	Buffet	Plated Continental
Dinner:	Buffet	Cold Reception Display	
	Plated	Hot Reception Display	
Special meals requirements:	Vegetarian	Gluten Free	
Other:			
Type of Hors D'oeuvres:	Display	Passed	
Hot/Cold Drinks:	Yes	No	
Cocktail Service:	Premium Brands	Red Wine	
	White/Sparling Wine		
	Beer	Full Bar	
Bar Requirements:	Cash Bar	Hosted Bar	

Additional Information:

Setup and breakdown charges may vary.
Outside Food and Beverage is not permissible.

Insurance option:	Provide Own	Provided by Venue
Will you need Valet?	Yes	No
Do you have any Special security needs?	Yes	No
Please Describe:		

Do you have any other special needs?	Yes	No
Please Describe:		