

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	
1 st Floor Meeting Rooms	Sq. Ft. 1,200 each per room	(Max Cap 80)
2 nd 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)
Commission Chambers	Sq. Ft. 6,087	(Max Cap 206)

Layout:

Theater	Classroom	Hollow Square
Conference	U-Shape	Chevron
Rounds		

Will you need A/V?

Yes

No

Please Describe:

Will you need Internet? Yes No

*Please note that the Great Hall and Mezzanine only have WiFi.

Will you need Network Phones? Yes No

*Please note that hard lines phones are not available at the City Center

Meetings 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

Do you have any other special needs? Yes No

Please Describe: