

1307 NEW YORK AVENUE RESERVATION REQUEST FORM

Name of Tenant: _____ CASE _____ Time _____ Today's Date _____

Contact Person: _____ Phone Number: _____

Proposed Event Date: _____ E-Mail _____

Number of Guests: _____

Conference Room Requested:

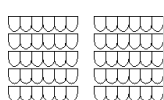
Multi purpose room _____
(capacity *100)

Executive Board Room _____
(capacity *30)

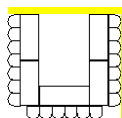
2nd Floor Conference Room _____
(capacity *15)

*Seated

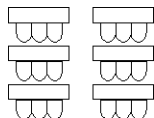
Set Up:



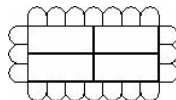
Theater



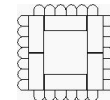
U-Shape



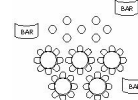
Classroom



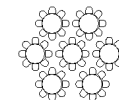
Conference



Hollow Square



Reception



Banquet

Event Time/Duration: _____ Begin Set-up: _____

Event Requirements:

Coffee Water Tea

Food: Yes No

Will deliveries be made? Yes: No:

If yes, do you wish to make arrangements through the concierge? Yes No

Special Instructions:

Tenant's Authorizing Signature

Signature

Name (please print)

Cancellations: All cancellations must be received by the concierge, jhavers@ipc.com, in at least 2 days in advance of the scheduled event. The sponsoring Tenant of any cancellation received after this required notice period, will be charged for any arrangements committed for.