

HUNTER CONFERENCE CENTER RESERVATION FORM

351 West Center CC 103 Cedar City, UT 84720
Toll Free (888) 874-2202 (435) 586-7853 FAX (435) 865-8087

PLEASE READ: This reservation form must be returned to Conference Services before any event is confirmed. Another event may be confirmed over a tentatively scheduled event. Call Extension 7853 with questions. A confirmation will be returned to you.

CANCELLATION POLICY: Notice of cancellations must be given to Conference Services no less than five business days prior to an event or the applicable rental fee will apply.

EVENT INFORMATION

Event Name		Number of Participants
Event Date(s)		
Room(s) Desired		
Event Start Time(s)	Access Time (if different)	End Time(s)
Dept./Organization		Person Responsible
Account Number to be Billed	Campus Address	Phone

Will you be requesting any break or meal functions? Yes No

(All arrangements for food service in the Conference Center will be made through the Office of Conference Services.)

Are you planning entertainment? Yes No

Have you discussed this event with someone at Conference Services? Yes No

If so, with whom? _____

SETUP INFORMATION

Please provide a detailed description of requested setup in the space provided below. No major setup change will occur without notice at least five business days prior to an event; if less than five days notice is given, the changes in setup could result in additional charges.

Check all appropriate boxes:

Note: Describe unusual setups below.

SEATING STYLE			
Classroom	<input type="checkbox"/>	Reception	<input type="checkbox"/>
Theater	<input type="checkbox"/>	Banquet	<input type="checkbox"/>
U-Shape	<input type="checkbox"/>	Crescent	<input type="checkbox"/>
Hollow Rectangle	<input type="checkbox"/>	Buffet	<input type="checkbox"/>
Boardroom	<input type="checkbox"/>	Other	<input type="checkbox"/>

ADDITIONAL SETUP			
Head Table	<input type="checkbox"/>	Table Podium	<input type="checkbox"/>
Risers (Stage)	<input type="checkbox"/>	Standing Podium	<input type="checkbox"/>
Piano (\$40 Charge)	<input type="checkbox"/>	Other	<input type="checkbox"/>

AUDIOVISUAL EQUIPMENT			
<small>(Please consult Conference Services staff for all applicable equipment fees)</small>			
Microphone	<input type="checkbox"/>	Slide Projector	<input type="checkbox"/>
TV/VCR	<input type="checkbox"/>	Media Projector	<input type="checkbox"/>
Overhead Projector	<input type="checkbox"/>	LCD Panel	<input type="checkbox"/>
Flipchart Stand	<input type="checkbox"/>	Other	<input type="checkbox"/>

Submitted by:
Email Address:

