



Payment Method:

Check Money Order

Debit/Credit Cash

MEETING ROOM RESERVATION FORM

DATE: _____

ORGANIZATION/INDIVIDUAL DESIRING TO USE ROOM: _____

PHONE NUMBER OF ORGANIZATION/INDIVIDUAL: _____

PURPOSE OF RENTAL SPACE: *(Training, Meeting, Party, etc.):* _____

MEETING AREA REQUESTED: _____ NUMBER OF ATTENDEES: _____

TIME AND DATE DESIRED: _____

ROOM FEE: _____

FOOD TO BE SERVED/PROVIDED? YES _____ NO _____

NAME OF CATER/FOOD TO BE SERVED: _____

ALCOHOL TO BE SERVED/PROVIDED? YES _____ NO _____

SPECIAL ROOM REQUIREMENTS/SET-UP: _____

STAFF COORDINATION, IF ANY: _____

*A minimum of 2 hours is required on all meeting spaces. A 1-hr deposit is required at the time of booking to hold the space for the date and time which is **NON-REFUNDABLE if cancelled within 30 days of booking**. Total cost must be paid 14 days in advance to include clean-up costs. \$50 Cleaning fee is required for all meeting spaces. \$100 cleaning fee for Hangar Rental.*

Rental cost includes 1 table for food/beverages, up to 5 tables (rectangle/round) and 30 chairs for meeting areas and up to 10 tables and 60 chairs for hangar rental. There is an extra cost for additional tables, chairs & linens.

All food must be described. No vendor may sell food and or beverages at the airport without prior written approval.

To reserve Layfield conference room, contact receptionist at 706-324-2449 ext. 1410

All other meeting areas contact Director of Marketing at soverton@flycolumbusga.com