

# CMC Fitchburg Facility Reservation Form

Please fill out this form and e-mail the completed form to: [tom@cmcmadison.org](mailto:tom@cmcmadison.org)

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Willing to receive texts? Yes No

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

## EVENT DETAILS

Date: \_\_\_\_\_ **Food Type:** Breakfast Luncheon Dinner/Banquet Appetizers

**Sponsor:** Business/Corporate Non-profit/Church Private

Number Attending: \_\_\_\_\_ **Type of Event:** Meeting Fundraiser Social/Party Seminar/Training

Please circle all that apply

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

(Normal hours of operation: 7am - 10pm)

## ROOM RESERVATION

### Weekdays before 5pm

Tuesday-Friday half days (1-4 hours):

\$250

Tuesday-Friday full days (4-8 hours):

\$500

### Weekday Evenings

Tuesday-Thursday evenings 5-9pm:

\$350

Fridays 5 – 10pm:

\$500

### Weekends

Half day (1 – 4 hours) before 5pm:

\$350

Full day (5 – 8 hours) before 5pm:

\$500

Saturday/Sunday evenings 5-10pm:

\$500

<b>Banquet</b>	<i>Seats</i>	<b>Conference</b>	<i>Meetings</i>
<b>Hall</b>	<i>up to 200</i>	<b>Room</b>	<i>for 5 - 20</i>
\$250	<input type="checkbox"/>	\$50	<input type="checkbox"/>
\$500	<input type="checkbox"/>	\$85	<input type="checkbox"/>
\$350	<input type="checkbox"/>	\$75	<input type="checkbox"/>
\$500	<input type="checkbox"/>	\$100	<input type="checkbox"/>
\$350	<input type="checkbox"/>	\$75	<input type="checkbox"/>
\$500	<input type="checkbox"/>	\$100	<input type="checkbox"/>
\$500	<input type="checkbox"/>	\$100	<input type="checkbox"/>

Please see Facility Policies for rental and catering discount info.

## ROOM SET UP REQUEST

Please indicate numbers needed

### Banquet Style

5' Round Tables (seat 6 - 8) \_\_\_\_\_

Configured in conjunction with buffet line

### Meeting Style

Round Tables \_\_\_\_\_

Rectangle Tables \_\_\_\_\_

Configured toward stage

### Theater Style

Chairs per row \_\_\_\_\_

Table for speaker(s) Y or N

Configured toward stage or front of room

## EQUIPMENT RESERVATION

Sound System

Microphone and stand

Podium

Easle & Pad

TV/DVD