

# MEETING FACILITIES QUESTIONNAIRE

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

Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Meeting Facility Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Venue Type (e.g. conference room, museum, etc.): \_\_\_\_\_

Number of Meeting Rooms

Total Sq. Ft. of Meeting Space  sq. ft.

Largest Meeting Room Square Footage  sq. ft.

Ceiling Height in Meeting Space

Theater Capacity (# of people)

Banquet Capacity (# of people)

Classroom Capacity (# of people)

Reception Capacity (# of people)

Exhibit Space Square Footage  sq. ft.

Booth Capacity (# of 10X10 booths)

Restaurant Onsite

Wedding Services

Wheelchair Accessible

WiFi (Free)

### Group and Travel Trade Services

Bus Parking Available

Commissionable

Group Rates Available

Distance to Downtown Convention Centers  miles