



GENERATING ECONOMIC GROWTH & OPPORTUNITY

P.O. BOX 661
3 ETHETE ROAD
FORT WASHAKIE, WY 82514
PHONE: 307-335-7330
FAX: 307-335-7332

CONFERENCE ROOM REQUEST FORM

EVENT INFORMATION

EVENT DATE: _____

BEGIN TIME: _____ END TIME: _____

EVENT DESCRIPTION: _____

EXPECTED NUMBER OF PEOPLE: _____

ROOM OPTIONS:

Conference Room 10 A/B
 Tables/Chairs capacity = 60 persons
 Chairs only capacity = 87 persons
 Fee: \$200.00/per day

Conference Room 10A w/screen
 Tables/Chairs capacity = 36 persons
 Chairs only capacity = 47 persons
 Fee: \$125.00/per day

Conference Room 10B w/kitchen
 Tables/Chairs capacity = 36 persons
 Chairs only capacity = 47 persons
 Fee \$125.00/per day

Classroom 7
 Tables/Chairs capacity = 75 persons
 Chairs only capacity = 90 persons
 Fee: \$200.00/per day

Other: _____

BILLING INFORMATION

Name/Business

Address

City

State

Zip

Phone

Fax

TOTAL RENTAL FEE: \$ _____

DATE OF INVOICE: _____

DATE PAYMENT RECEIVED _____

FORM OF PAYMENT: Cash Check

Added to CALENDAR

Added to TRACKING LOG

By signing below, I agree and will comply with the Rules for Usage

Signature

Date

Staff

Date