

ACYPAA Facility Proposal

Summary:

Briefly describe the usage plan for your location(s)

Facility Name(s):

Proposed Dates:

Room Rate(s):

Room Block:

	THU	FRI	SAT	SUN
Guest Rooms				

Food & Beverage Minimum

Coffee:

Price per gallon

Sliding Scale:

A sliding scale is the cost of meeting space dependent on the percentage of room nights filled

Room Nights Actualized	Rental Cost
%	\$
%	\$
%	\$
%	\$

Audio/Visual Estimate:

Does your facility allow outside AV vendors?

Yes

No

Main Meeting Theater Style

Seating Capacity:

	THU	FRI	SAT	SUN
Capacity				

Transportation:

Will your facilities require transportation?

Yes

No

If yes, please briefly explain how your committee will need to use transportation:

Function Space:

In square feet

Parking Cost:

Per day

Please include seating capacity charts & floor plan