

MEETING ROOMS & AV NEEDS FORM

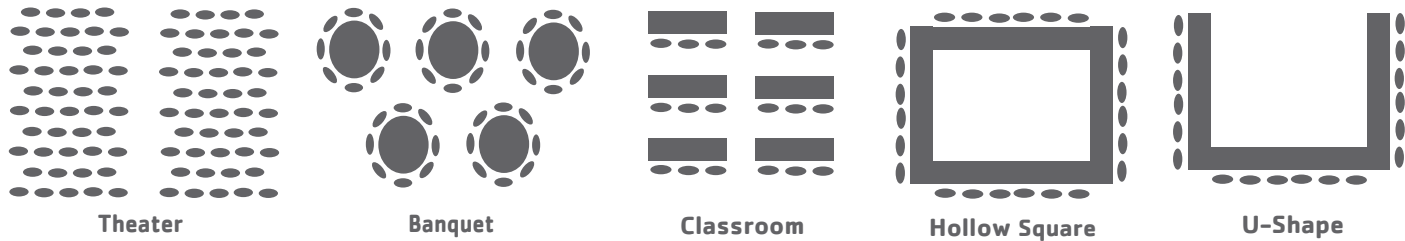
YMCA TROUT LODGE 13528 State Highway AA, Potosi, MO 63664
 (888) FUN-YMCA • ymcaoftheozarks.org



Group Name: _____

Supplying us with the following information will enable us to serve your group more efficiently. In the event of conflict for equipment, facilities, programming, etc., groups with prior reservations will have the first choice. We reserve the right to make changes in facility/equipment allocation based upon changes in a group's anticipated number and/or conflicting needs among groups.

Room Set-Up Choices (refer to pg. 23 of the Group Planner booklet for dimensions & capacity)



Other: Fax a diagram to your group sales rep at 573-438-5752 along with your name & contact info.

Meeting rooms must be reserved in advance and will be included in your group contract. Your group will be responsible for any damage to your meeting space. There will be an additional \$25 fee for each change in meeting set-up during your stay. In the space provided, please note the room name, date needed, room set-up and number of people below.

Meeting Room Preference

Room Name	Set-Up Choice (from above)	Date(s) Needed	Start Time	Number of People	Indicate how many full or half days you need	
					# Full Days (and Cost)	# Half Days (and Cost)
Mallard 1	_____	_____	_____	_____	___ x \$200	___ x \$100
Mallard 2	_____	_____	_____	_____	___ x \$250	___ x \$125
Mallard 3	_____	_____	_____	_____	___ x \$250	___ x \$125
Mallard 4	_____	_____	_____	_____	___ x \$200	___ x \$100
Mallard 1 & 2	_____	_____	_____	_____	___ x \$350	___ x \$175
Mallard 3 & 4	_____	_____	_____	_____	___ x \$350	___ x \$175
Mallard 2 & 3	_____	_____	_____	_____	___ x \$400	___ x \$200
Mallard 1 - 4	_____	_____	_____	_____	___ x \$500	___ x \$250
Meeting Rm 6	_____	_____	_____	_____	___ x \$150	___ x \$ 75
Meeting Rm 7	_____	_____	_____	_____	___ x \$150	___ x \$ 75
Hillcrest Hall	_____	_____	_____	_____	___ x \$450	___ x \$225
North Hall	_____	_____	_____	_____	___ x \$300	___ x \$150
Chapel	_____	_____	_____	_____	___ x \$500	___ x \$250
TeePee	_____	_____	_____	_____	___ x \$150	___ x \$ 75

NOTE: Meeting rooms must be reserved in advance and will be included in your group contract. You will be responsible for any damage or special cleaning fees associated with the use of this space.

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Group Name: _____

Audio-Visual Equipment Needs (subject to availability)

How Many	Equipment	Cost Per Day	# Days Needed	Date First Needed	Location Needed	Start Time	End Time
___	Podium	\$15	_____	_____	_____	_____	_____
___	Flipchart paper w/markers	\$20	_____	_____	_____	_____	_____
___	Additional flipchart paper (per pad)	\$20	_____	_____	_____	_____	_____
___	Poster Easel	\$ 5	_____	_____	_____	_____	_____
___	Sound System	\$75	_____	_____	_____	_____	_____
___	LCD Projector	\$45	_____	_____	_____	_____	_____
___	Screen	\$ 0	_____	_____	_____	_____	_____
___	CD Player	\$10	_____	_____	_____	_____	_____
___	Corded Microphone	\$20	_____	_____	_____	_____	_____
___	Cordless Microphone	\$30	_____	_____	_____	_____	_____
___	Electric Keyboard	\$35	_____	_____	_____	_____	_____
___	TV/DVD Player	\$30	_____	_____	_____	_____	_____
___	Stage & Riser (per piece) (3 stage pieces total)	\$25	_____	_____	_____	_____	_____
___	Additional Power Strip	\$ 5	_____	_____	_____	_____	_____
___	Speakers & Extension Cable	\$10	_____	_____	_____	_____	_____

Group Leader Signature

Date

RETURNING THIS DOCUMENT

By Mail

Attn: (Name of your Group Sales Res.)
 YMCA Trout Lodge
 13528 State Highway AA
 Potosi, MO 63664

By Fax

Attn: (Name of your Group Sales Res.) at 573-438-5752

By E-Mail

This fillable form is available online.
 Go to www.ymcaoftheozarks.org/meet/groups-reunions/start-planning

LINDSAY JACKSON
ELLEN KELLY

Ozarks Sales Manager 888-386-9622 ext. 207 lindsay.jackson@gwymca.org
 Group Sales Reservationist 888-386-9622 ext. 206 ellen.kelly@gwymca.org