



139 Mines Road  
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# Event Specifications

Contact Person/Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Room(s) in use: \_\_\_\_\_ Great Room (24'x42') \_\_\_\_\_ Breakout Room (10'x24')

\_\_\_\_\_ Tables # of 3'x6' \_\_\_\_\_

# of 3'x4' \_\_\_\_\_

\_\_\_\_\_ Chairs # required \_\_\_\_\_

\_\_\_\_\_ Sound System \_\_\_\_\_ Microphone \_\_\_\_\_ Projector

\_\_\_\_\_ Staging (extra cost – ask for pricing)

Layout Sketch(s):

**Main Floor**

**Breakout Room**

Other requests or specifications:

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