

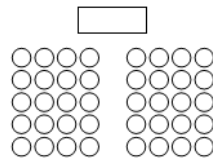
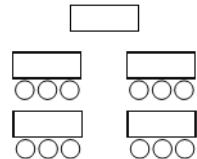
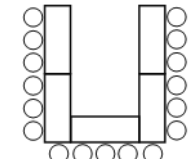
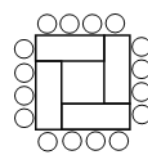
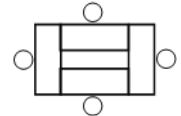
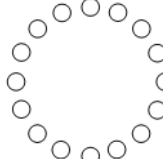
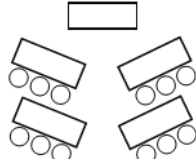
MEETING ROOM SETUP FORM

Group Name:

Dates at Seabek:

Meeting Room:

SETUP STYLE AND NUMBER OF TABLES AND CHAIRS:

<input type="checkbox"/> Theater 	<input type="checkbox"/> Classroom 	<input type="checkbox"/> U-Shape 	<input type="checkbox"/> Square 
<input type="checkbox"/> Quilting 	<input type="checkbox"/> Circle 	<input type="checkbox"/> Chevron 	<input type="checkbox"/> Custom Setup <p>Please submit a diagram of your custom setup.</p>

TABLES & CHAIRS:

# of Tables for Setup Style	
# of Chairs at Each Table	
Extra Tables Needed	

TABLE POLICY: Seabek provides, at no additional charge, three tables for every five people in the group. Additional tables are \$5.00 per table, if available.

MEETING ROOM EQUIPMENT NEEDS:

EQUIPMENT	#			
Digital Projector (\$25 per day)		<p>All the meeting rooms have large flat screens mounted on the wall. You will need to check out the AV box at the office for your specific meeting room if you want to use it for connecting a laptop or projector. The AV box must be returned to the office after the retreat is over. Missing equipment is charged to the group.</p>	<p>AV boxes for Juniper, Colman, Lounge, Spruce, Reeser, Maples and Firs include the following equipment:</p> <ul style="list-style-type: none"> • TV Remote • DVD Player • DVD Player Remote • HDMI Cable • VGA Cable • Sound Cord • Mac Adapter 	<p>Meeting House has a projector, screen and sound system built in. Equipment in AV box includes:</p> <ul style="list-style-type: none"> • Projector Remote • Blu-Ray Remote • Wireless Mic • Wired Mics • Lavalier Mic • Mic Cords • Sound Cord • Mac Adapter
Portable Screen				
Portable TV/DVD				
Flipchart/Newsprint/Markers				
Other:				

COFFEE/TEA SERVICE:

COMPLIMENTARY COFFEE/TEA SERVICE

One complimentary service is provided to groups staying overnight at Seabek. Day Use groups pay for all coffee/tea services during a retreat

Date	Time	# of People

ADDITIONAL COFFEE/TEA SERVICE \$1.00 per person per service

Date	Time	# of People