

## WINDING BROOK CONFERENCE CENTRE

### Conference Planner / Contract

8240 S. Genuine Road, Shepherd, MI 48883

Telephone: (989) 828-7373 OR (989) 875-5101 FAX: (989) 828-5619

Office Use Only / Date Booked: Tech Ticket #
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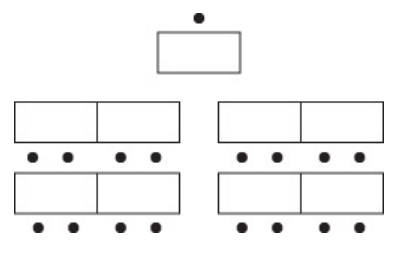
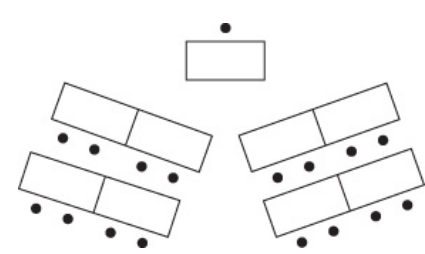
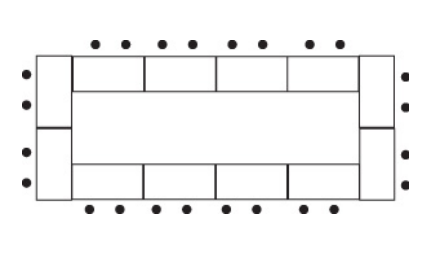
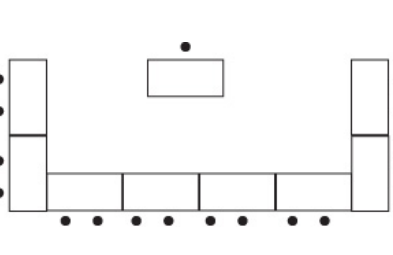
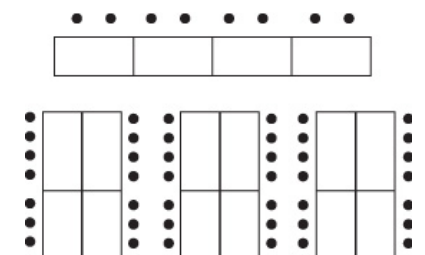
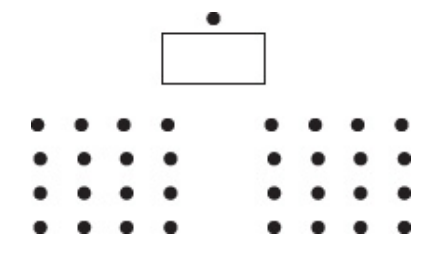
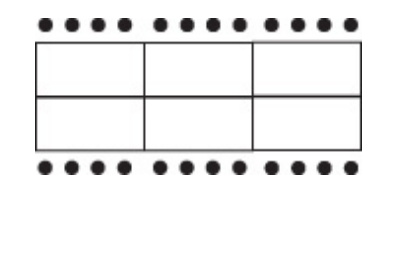
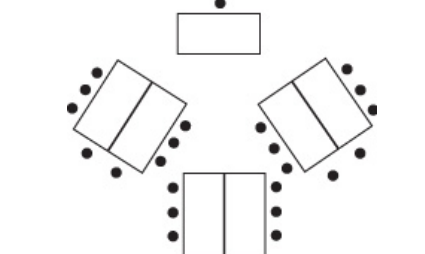

TITLE OF EVENT:	
DATE:	TIME:
SCHOOL/BUSINESS NAME:	
ADDRESS:	
CONTACT PERSON:	EMAIL:
DAY TELEPHONE:	FAX#

Number of Attendees:	Room Set Up: (See reverse side)	Assigned Room:
Room will be available 30 minutes prior to activity and 30 minutes after its scheduled end, unless other arrangements have been made.		
Set- up Time:	Event Time:	Ending Time:
Special Needs (Be specific):		

<b>Audio Visual Equipment</b>				
(\$50.00 a day per room for any mix of audio visual needs (Virtual Field Trips quoted separately)				
All meeting spaces include a presenter laptop and a computer projector with sound. Free building-wide wi-fi service available.				
	Video Projection Device		Easel w/ pad	Podium
	Guest or Participant Laptops # needed _____		Wireless Microphone	Registration Table
	Single Line Conference Phone		Lapel Microphone	Video Conference Equipment (quoted separately)
	Other Media or Equipment			

Conference Room Rental Fee:	\$
Custodial Fee: (\$35.00 per hour after 4:30 p.m.)	\$
Coffee: (\$1.00 per person)	\$
Soft Drinks/Bottled Water: (\$1.00 per can/bottle)	\$
Audio Visual Equipment (\$50.00 a day per room)	\$
Technical Support:	\$
Other:	\$
Total:	\$

## Seating Styles

		
Classroom Style	Modified Classroom	Open Square
		
U Shape	Banquet Style	Theater Style
		
Conference Style	Block Style	Other

Breakfast	A.M. Snack	Lunch	P.M. Snack	Dinner	Beverages Only
Special Dietary Needs _____					
Linens <i>(additional charge)</i>					
<b>Menu options will be provided</b>					
<ul style="list-style-type: none"> <li>• Cancellation of events must be received 48 hours prior to scheduled time.</li> <li>• GIRESD Board of Education prohibits the use of tobacco or alcohol on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.</li> <li>• Auxiliary aids and services available upon request to individuals with disabilities.</li> <li>• Please complete entire form and return to: Winding Brook Conference Centre Attn: Shelly Jones 8240 S. Genuine Road Shepherd, MI 48883 Phone: 989-828-7373 Fax: 989-828-5619 Email: sjones@giresd.net</li> </ul>					
Signature of Contracting Party:					Date:

