



## WCMHR, Inc. Research Station Reservation Request

Name of Event \_\_\_\_\_

Host/Contact Name \_\_\_\_\_ Date of Event \_\_\_\_\_

Occupy Start Time (Include Setting Up) \_\_\_\_\_ Leave Time (Include Clean up) \_\_\_\_\_

Host Phone Number \_\_\_\_\_ Host Email Address \_\_\_\_\_

1. How many people will be attending? \_\_\_\_\_

2. Please check which of the following gathering options needed for the event:

Board Room (Seating Max 20 People) \_\_\_\_\_ Large Auditorium (Seating Max 220 people chairs & tables) \_\_\_\_\_

Large Auditorium (Seating Max 470 people chairs only) \_\_\_\_\_ Outside Designated Area \_\_\_\_\_

3. Will your event need access/use of the kitchen on premises?  Yes  No

4. Any Audio and Video (AV) needs?  Yes  No

*If Yes Fill Below AV Needs Box*

AV Needs:

5. Any other Needs or Requests for Event/Meeting?  Yes  No

*If Yes Fill Below Needs or Request Box*

Needs or Requests:

6. Invoice to be made to Name & Address:

*Once form is complete click the email button below and send form to the Station Admin for scheduling. Admin will confirm reservation, send contract, and invoice any cost associated for the event to the Host/Contact Email.*

**Email**

Please return form to Patricia Parsons at pparsons@petersonfarmsinc.com