

## RESERVATIONS REQUEST

## NAME \_\_\_\_\_

**COMPANY NAME**

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**PHONE NUMBER**

BILLING ADDRESS

EMAIL ADDRESS

## POINT OF CONTACT

**EVENT NAME**

## EVENT TYPE

RESERVATION DATE

**STARTING TIME** **ENDING TIME**

HALF-DAY FULL-DAY

## SET UP DAY OF EVENT      SET-UP DAY BEFORE EVENT

The floor plan shows the Rio Grande Summit Room (6,070 sq ft) as the central space, featuring a stage. It is surrounded by several other rooms: Room 2 Sunset Room (2,542 sq ft) to the northwest, Room 3 Scenic Drive Room (2,541 sq ft) to the southwest, Room 4 Trans Mountain Room (2,542 sq ft) to the northeast, and Room 5 Mission Trail Room (2,542 sq ft) to the southeast. Outside the main room complex are the Franklin Mountains Observatory (2,820 sq ft) to the north, the City View Gallery (3,025 sq ft) to the west, the Sand Heights (610 sq ft) to the southwest, the Guadalupe Peak Solarium (1,360 sq ft) to the south, the Patriot Way (1,040 sq ft) to the northeast, and the Poppy Fields Lobby (1,680 sq ft) to the southeast. Common areas include the Bienvenidos Lobby (1,880 sq ft) to the northwest, the Sky View Terrace (1,371 sq ft) to the east, and restrooms throughout the facility. Icons of people are placed in various rooms and lobbies to indicate occupancy or service points.

BIENVENIDOS LOBBY	POPPY FIELDS LOBBY
CITY VIEW GALLERY	RIO GRANDE SUMMIT ROOM
FRANKLIN MOUNTAINS OBSERVATORY	SAND HEIGHTS
GUADALUPE PEAK SOLARIUM	SCENIC DRIVE ROOM
HUECO TANKS CAFE	SKY VIEW TERRACE
MISSION TRAIL ROOM	SUNSET ROOM
PATRIOT WAY	TRANS MOUNTAIN ROOM

<b>SETUP TYPE</b>	BANQUET	CLASSROOM	CONFERENCE
	SPEAKER	OTHER _____	

ATTENDEES	QUANTITY				VENDOR TABLES	QUANTITY
GUEST TABLES	QUANTITY				CHAIRS	QUANTITY
LINENS	QUANTITY	BLACK	WHITE	OTHER	WATER	QUANTITY

COFFEE	ENTERTAINMENT
CATERING	ADDITIONAL A/V SUPPORT
ALCOHOL	