

# Common Ground Small Group Conference Center Reservation Request Form

Please allow one week advance (Minimum) notice for event reservation

<u>Reservations</u>	<u>Payment</u>
<p><b>Event Date(s):</b> _____</p> <p><b>Time:</b> _____ AM to _____ PM</p> <p><b>How Many People?</b> _____</p> <p><b>Presenter/Leader:</b> _____</p> <p>_____</p> <p><b>Contact:</b></p> <p>(name) _____</p> <p>(phone) _____</p> <p>(fax) _____</p> <p>(e-mai) _____</p> <p><b>Company:</b> _____</p> <p><b>Address:</b> _____</p> <p>_____</p> <p>_____</p>	<p><b>Amount Due:</b> _____</p> <p><b>Date:</b> _____</p> <p><b>Terms:</b>            Payment is due on or before the event.            Payment by <u>check</u> shall be made out to  <b>Sunset Commercial Properties, LLC</b>            150 West Sunset Road            San Antonio, TX 78209            Credit cards are not accepted.            A deposit is required to guarantee the            conference center along with this Reservation            Request Form, completely filled out.  <b>Questions call (210) 227-2400</b>            Download a <b>brochure</b> on line, link to this address:  <a href="http://www.marksdesign.com/CommonGround.pdf">http://www.marksdesign.com/CommonGround.pdf</a></p>

## Facility Requirements:

Please indicate what facilities and equipment you would like provided by the Common Ground:

**Event Parking (Qty)** \_\_\_\_\_

**LCD Projector (Yes/No)** \_\_\_\_\_

**Room Configuration**

**Projection Screen (Yes/No)** \_\_\_\_\_

**Conference** \_\_\_\_\_

**Flip Charts and Markers (Yes/No)** \_\_\_\_\_

**Classroom** \_\_\_\_\_

**Group/Chairs only** \_\_\_\_\_

**TV/DVD/VCR (Yes/No)** \_\_\_\_\_

**Other** \_\_\_\_\_

**Copier Service (Yes/No)** \_\_\_\_\_

**Box Lunches\* (Yes/No)** \_\_\_\_\_ **QTY:** \_\_\_\_\_

**Wireless Internet Connection  
(Yes/No)** \_\_\_\_\_

**Cookies & Water\* (Yes/No)** \_\_\_\_\_ **QTY:** \_\_\_\_\_

**Coffee Service\* (Yes/No)** \_\_\_\_\_ **QTY:** \_\_\_\_\_

**Outdoor Pavilion (Yes/No)** \_\_\_\_\_

**Catering by others (Yes/No)** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Please Explain:** \_\_\_\_\_

**Accepted By:** \_\_\_\_\_

**Date:** \_\_\_\_\_