

**Fireside Hall:** *(Page 1 of 2)*

Church/Organization: \_\_\_\_\_ Dates and times of use

Retreat Date: \_\_\_\_\_ 1. \_\_\_\_\_


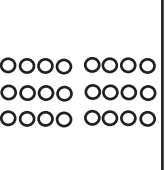
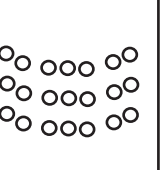
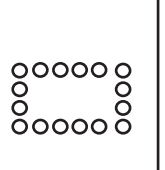
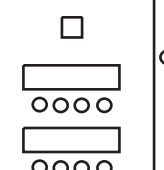
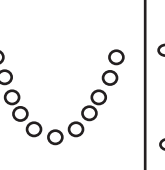
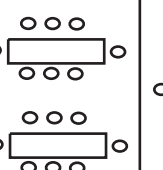
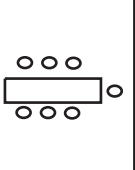
Group size: \_\_\_\_\_ 2. \_\_\_\_\_

Please indicate the function of this meeting room:

Meeting Room                     
  Classroom/workshop                     
  Other: \_\_\_\_\_

**Room Set-Up**

Please indicate the desired set-up format. If a custom set-up is desired, please draw on the meeting room layout page (2/2).

| Chevron  | Theater  | Auditorium   | Reception  | Classroom  | Semi-Circle  | Craft  | Board Room   |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
| <input type="checkbox"/> Max 100   | <input type="checkbox"/> Max 120   | <input type="checkbox"/> Max 75  | <input type="checkbox"/> Max 90  | <input type="checkbox"/> Max 50  | <input type="checkbox"/> Max 90  | <input type="checkbox"/> Max 100   | <input type="checkbox"/> Max 80  |

Number of tables: \_\_\_\_\_     
 Number of chairs: \_\_\_\_\_     
 Lectern:    Yes    No

Small group set-up (if applicable): \_\_\_\_\_     
 Number of groups: \_\_\_\_\_     
 Chairs per group: \_\_\_\_\_

**Audio/visual set-up**

**Available Equipment**

- Sound System
- Six Channel Mixer
- Wireless Microphone System
  - One Hand Held Microphone
  - One Lavalier Wireless Microphone
- Video Projector & Retractable Screen
- VHS, DVD & CD Capabilities
- VGA & RCA Interfaces
- Upright Piano

**Special Request Equipment**

- Microphone Sets: quantity \_\_\_\_\_ (max 6)
- Music Stands: quantity \_\_\_\_\_ (max 6)
- Monitors: quantity: \_\_\_\_\_ (max 1)
- Whiteboard
- Flipchart

Please list equipment group will be bringing:

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# FIRESIDE HALL

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