



Please return 3 weeks before your retreat by email to your Retreat Coordinator, or fax to (831) 335-7726

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:

☐ Main Meeting Space ☐ Breakout ☐ Kids Classroom ☐ 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).

<input type="checkbox"/> Theater	<input type="checkbox"/> Reception	<input type="checkbox"/> Classroom	<input type="checkbox"/> Craft	<input type="checkbox"/> Semi-Circle
No. tables: ____ (max 3)	No. tables: ____ (max 1)	No. tables: ____ (max 8)	No. tables: ____ (max 8)	No. tables: ____ (max 3)
No. chairs: ____ (max 120)	No. chairs: ____ (max 80)	No. chairs: ____ (max 40)	No. chairs: ____ (max 80)	No. chairs: ____ (max 80)

Small group set-up (if a breakout space): Number of groups: _____ Chairs per group: _____

Audio/Visual Requests

Available Equipment:

- Sound System: 6 Channel Mixer
- Video Projector & Retractable Screen
- DVD & CD Capabilities
- VGA Computer Connection
- Bluetooth Audio Connection
- Upright Piano

Available Equipment by request:

- ☐ Microphone Sets: quantity _____ (max 6 inputs)
- ☐ Music Stands: quantity _____ (max 6)
- ☐ Direct Box: quantity _____ (max 2)
- ☐ Monitor: (max 1)
- ☐ Whiteboard & markers
- ☐ Flipchart & markers
- ☐ Wireless Microphone System
 - ☐ One Handheld Microphone
 - ☐ One Lavalier Wireless Microphone

Please list equipment group will be bringing:

FIRESIDE HALL

(Page 2 of 2)

Size: 48'x29'

