

ST. R LIGHT

EVENT CENTER

RESERVATIONS REQUEST

CUSTOMER INFORMATION

NAME _____

BILLING ADDRESS _____

COMPANY NAME _____

EMAIL ADDRESS _____

PHONE NUMBER _____

POINT OF CONTACT _____

EVENT INFORMATION

EVENT NAME _____

EVENT TYPE _____

RESERVATION DATE _____

STARTING TIME

ENDING TIME

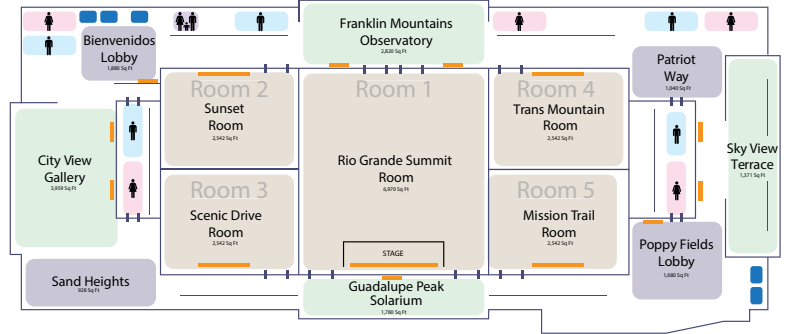
HALF-DAY

FULL-DAY

SET UP DAY OF EVENT

SET-UP DAY BEFORE EVENT

EVENT SETUP



ASSIGNED ROOM(S)

- BIENVENIDOS LOBBY
- CITY VIEW GALLERY
- FRANKLIN MOUNTAINS OBSERVATORY
- GUADALUPE PEAK SOLARIUM
- HUECO TANKS CAFE
- MISSION TRAIL ROOM
- PATRIOT WAY

- POPPY FIELDS LOBBY
- RIO GRANDE SUMMIT ROOM
- SAND HEIGHTS
- SCENIC DRIVE ROOM
- SKY VIEW TERRACE
- SUNSET ROOM
- TRANS MOUNTAIN ROOM

SETUP TYPE BANQUET CLASSROOM CONFERENCE
 SPEAKER OTHER

NOTES/SPECIAL INSTRUCTIONS

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

ADDITIONAL AMENITIES

- COFFEE ENTERTAINMENT
- CATERING ADDITIONAL A/V SUPPORT
- ALCOHOL