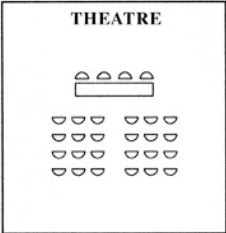
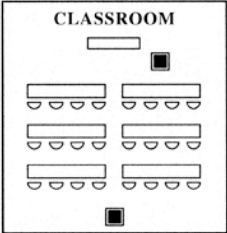
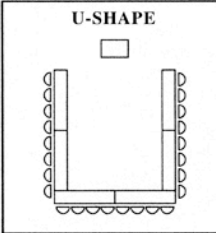

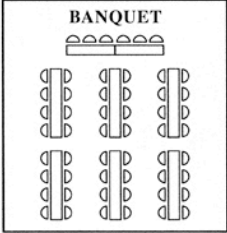
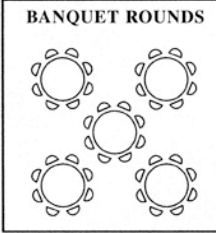


**Form**

<b>Name of Event:</b> _____	<b>Date/Time of Event:</b> Date.
<b>Start/End Time:</b> _____ - _____	<b>Number of Attendees:</b> _____

<b>Event Contact:</b> _____	<b>Email:</b> _____
<b>Phone Number:</b> _____	
<b>Second Event Contact:</b> _____	<b>Email:</b> _____
<b>Phone Number:</b> _____	

**Room Configuration Request**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>THEATRE</b></p> 	<p><b>CLASSROOM</b></p> 	<p><b>U-SHAPE</b></p> 
<p><b>CONFERENCE</b></p> 	<p><b>BANQUET</b></p> 	<p><b>BANQUET ROUNDS</b></p> 
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Configuration: **Please route questions for set up to Jason Peterson 218-878-7056**

**Technology Resources Request:**

**Computer**  **Projector**  **Speakers**

**Microphone**  **Conference Phone**

**Please route IT questions to Sam Jacobson 218-878-7613**

Room rental is 50.00 for four hours or 100.00 per day. If catering services of 50.00 or more is met per day, rental fee is waived. If room is not cancelled one week prior, you will be charged for the room rental and all food associated with that rental. All future rentals will be cancelled. For catering services, IT services and room configuration needs or cancellations, please contact the person in charge for those services.

**For catering services please contact Pat McCoy at (218) 878-7045. Please route completed form to Administrative Coordinator at [admincoord@cloquethospital.com](mailto:admincoord@cloquethospital.com) or call at 218-878-7028**