



Gouverneur Community Center

Date Requested: _____
Date of Deposit: _____
Date of Payment in full: _____

Contact Name: _____ Contact Number: _____
Name of Group: _____ Activity/ Use: _____
Desired Date: _____ Estimated Number of Guest(s): _____
Room(s) Request: **HALL MEDIA LOUNGE KITCHEN**
Use of Kitchen: YES NO // Warming Only // CATERED // FULL COOKING USE – EXTRA\$
CATERED BY: _____

To enable best coordination & service, please submit a facility request at least 20-30 days prior to an event, if possible. Multi-Week and Major events require more advanced planning. Weddings may require 6 months to one year, for the months of June, July and August.

Deposit: Requestor shall make a deposit within 2 business days of the request to hold the room. Deposit may be non-refundable if no show or cancellation of event. Confirmation Call will be made to requestor one week prior to event, response is mandatory.

Room Assignment: To best provide for your event, the facility staff will consider the information you provide to accommodate for your needs. Please indicate style of set up preferred, While the facilities staff coordinates a variety of setups, the requestor may be asked to assist with the extra or non-conforming setup.

Times: Please indicate the earliest time you would like to arrive for setup, as the assigned room may not be available due to other activities.

Technical: Please be advised that any Technical needs should be requested at time of reservations, so you may plan to visit the center to insure all is available and working for the event.

Arrival time/ date for Setup: _____ Event Begin Time: _____
Departure Time: _____

Tables: ROUND 8FT LONG

Cater NEEDS: # ___ Tables

Special NEEDS: MEDIA ROOM: Overhead/ Projector Smartboard Podium Microphone
KITCHEN: WARMING/ COOLING FULL USE-EXTRA \$
HALL: OVERHEAD PODIUM

REMARKS: _____