

Space Requested: ☐ **Conference Room** ☐ **Event**

Renting Organizations

Company	Company Contact Name	Contact Number
Address and City		State ZIP/Postal Code
Company Website	Company Social Media	

Office Use

Approved Y / N
Budget _____
Event Date _____

Meeting / Event Request

Type : ☐ Cocktail Party / Reception ☐ Lunch / Brunch / Dinner ☐ Other _____
☐ Fund-raiser ☐ Meeting / Conference
Please provide details for other _____

Meeting / Event Title	Meeting / Event Details	Expected Attendance Count
Desired Meeting / Event Date(s)		Alternative Date(s) if desired date is not available
Set-Up Time	Meeting Time	End Time
<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM

Will the event have media coverage?

☐ Yes ☐ No ☐ Maybe/Invited

Event Twitter _____

Event Instagram _____

Event Hashtag(s) _____

Rental and Supplies Option (check all that apply)

Included in rental:

- ☐ Folding Chairs (50 available)
- ☐ 4'x 3' Table (8 available)
- ☐ Registration Table
- ☐ WIFI Connection
- ☐ Audio Video Projector
- ☐ HDTV & DVD Player
- ☐ Hand-held microphone
- ☐ Dry Erase Board & Markers

Available for an additional fee: (Estimate cost will be provided)

Meeting Supplies:

- ☐ Easels
- ☐ Flip Charts
- ☐ 3M Post-It Self-Adhesive Pads
- ☐ Photocopies
- ☐ Black & White Prints - _____ Qty
- ☐ Color Prints - _____ Qty

Beverages:

- ☐ Coffee & Tea
- ☐ Bottled Water

Bar Service:

- ☐ Wine ☐ Bar Staff
- ☐ Beer

Food Service:

- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner
- ☐ Hors d'oeuvres

Food Set-up:

- ☐ Buffet ☐ Food Staff
- ☐ Sit-down
- ☐ Passed

Special notes or any additional comments:

Please email request form to manager@qnscollective.com

36-27 36th Street 2nd Floor Queens, NY 11106 718-280-5122 www.qnscollective.com

June 2014