

Name of Company- _____ Contact Name- _____

Phone#- _____ Email- _____

Date of Rental- _____ Arrival Time- _____ Departure Time- _____

CC#- _____ Expiration- _____ CVS#- _____

Billing Address- _____ Zip Code- _____

Please fax or email form to: autumn@cmca.com Fax: 303-477-6977 Invoice #- _____

After hours phone number for emergency contact- _____

What is Included in Room Rental?

- Use of audio/visual equipment (LCD, TV's, microphone)
- Use of podium, whiteboard, markers, tables, chairs
- Full use of kitchen & appliances
- Coffee
- Soda available for an additional \$ 0.50 per serving

After Meeting Clean Up Checklist

- Shut off all audio/visual equipment (LCD, TV's, microphone)
- Throw away trash/food/etc on tables and countertops
- Shut off coffee burners/unplug large coffee pot
- Rinse dishes used and coffee carafes/large coffee pot
- Lock back door by dining room