



<i>For VIA Office Use Only</i>	
Date Booked:	_____
Booked By:	_____
Coordinated By:	_____
Confirmed By:	_____
Date and Time:	_____

**CONFERENCE ROOM
RESERVATION SHEET**

GROUP: _____
CONTACT: _____
ADDRESS: _____

PHONE: _____
FAX: _____

DATE: _____
FUNCTION: _____
TIME: _____
LOCATION: _____
NUMBER OF PEOPLE: _____
EMAIL: _____

FEES: 1 – 4 hours \$ 80.00
 8 hours \$130.00

METHOD OF PYMT: Check #
 Cash Money Order #
 Debit VISA MASTERCARD

PAYMENT MUST BE MADE PRIOR TO USE

VIA RECEIPT # _____

Cancellations must be made 72 hours prior to date of function for refund or to reschedule

ROOM SET-UP INSTRUCTIONS	SPECIAL INSTRUCTIONS
_____	_____
_____	_____

Valley International Airport is happy to assist with your meeting room needs. Conference room reservations are on a first come, first served basis. The Airport will assist whenever possible, but room-set up is the ultimate responsibility of the person/group reserving the room. Payment for damage to airport property will be the sole responsibility of the person/group reserving the room. Proper and advanced planning is the key to a successful and productive meeting. Thank you for choosing Valley International Airport.

EQUIPMENT AVAILABLE
 (Please place a check mark by what will be needed)

Table-Top Podium Standing Podium
 Easels Projector w/Screen

FOR CATERING NEEDS

Please make arrangements with:

HMS Host- Harlingen
 Airport Terminal Building
 Manager: Isidro Soto
 Phone: 956/430-8660
 Fax: 956/430-8662

Email: isidro.soto@hmshost.com

Please sign, date and return via facsimile 956/430-8619 or email celina@flythevalley.com

 Signature

 Date

REVISED: JULY 2011

