

VIA CONFERENCE CENTER RESERVATION FORM

3002 Heritage Way, Harlingen, Texas 78550
(956) 430-8600 FAX (956) 430-8619

PLEASE READ: This reservation form must be completed and returned to the VIA Conference Center (VIACC) Coordinator, Celina P. Garza, **prior** to confirmation of reservation. Upon receipt of this form, a confirmation will be sent to you within 1 – 2 business days (Mon – Fri). You may fax this form to: (956) 430-8619 or mail to the above address or email to celina@flythevalley.com

Reservations are limited and will be confirmed on a first come first serve basis.

CANCELATION POLICY: Notice of cancellations must be submitted in writing to the VIA Conference Center Coordinator no less than two business days prior to an event or the applicable rental fee will apply.

EVENT INFORMATION		(Please Print Clearly)
Name of Person/Organization/Group		Date of Event
Contact Name(s) & Address		
Special Instructions		
Number of People	Start Time / End Time	Location 3 rd Floor / 2 nd Floor
Method of Payment: CASH / CHECK / MONEY ORDER / CREDIT CARD (VISA/MasterCard/Debit)		Contact Number
Fax Number	E-mail Address	Type of Meeting

RATES AND HOURS

Normal operating hours are from 8:00 a.m. - 5:00 p.m. (Mon – Fri) RATES: 1 – 4 hours = \$100.00; 4+ hours = \$150.00

Rental fee must be paid in full 30 days in advance of the event. Reservations made less than 30 days in advance require payment in full at the time of reservation. CHECKS/MONEY ORDERS PAYABLE TO: Valley International Airport. A \$25.00 fee will be assessed on any returned checks. CASH AND CREDIT CARDS are accepted. (We DO NOT ACCEPT Discover/American Express)

SETUP INFORMATION

Please provide a detailed description of requested setup in the space provided below. No major setup change will occur without notice at least five business days prior to an event; if less than five days notice is given, the changes in setup could result in additional charges. Please notify Conference Center Coordinator at celina@flythevalley.com or 956.430.8600, if any changes occur.

PARKING

Please contact our dispatch/police department for parking instructions – 956.430.8601

Republic Parking Rates: Remote/Long Term: no charge 0 – 30 mins; \$1.50 each additional hour;

Close-In/Short Term: \$1.00 each 20 mins

Check appropriate boxes: (Consult Conference Center Coordinator for all applicable equipment fees)

SEATING STYLE	ADDITIONAL SETUP
ROOM LOCATION:	Table-top Podium
3 RD Floor Conference Room	Standing Podium
2 nd Floor Morgan Room	Easel
(as shown on website)	

EQUIPMENT	
wireless projector/Screen	
	<i>*Bring your own laptop*</i>

CATERING SERVICES

Please make arrangement with: Tailwind - Harlingen, Airport Terminal Building
Manager: Kathy Muiroz Phone: 956/746-6414

I understand and agree that I will be held responsible for any damage to property of VIACC and agree to indemnify, protect, defend and hold harmless the owners and operators of VIACC from claims or damages to persons or property arising out of its use of VIACC facilities or services. Further, by signing this agreement, I acknowledge that I have received and read all of the rules pertaining to the Valley International Airport Conference Center.

FOR VIACC OFFICE USE ONLY

DATE BOOKED: _____
CK/MO/CREDIT CARD: _____
RECEIPT NUMBER: _____
PROCESSED BY: _____
Print Name and Sign: _____
This reservation is not confirmed without VIA representative's signature above. Please bring returned confirmation and receipt with you on day of reservation/event.

LIABILITY

PRINT NAME _____

SIGNATURE _____

DATE _____