|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Aldrich Public Library**  **\* 6 Washington Street \* Barre, VT 05641 \* 802-476-7550** | | | | | | | | | | | | | | |
| Organization : | | | | |  | | | | | | | | | |
| Contact Person : | | | | |  | | | | | | | | | |
| Address : | | | | |  | | | | | | | | | |
| Phone Number : | | | | |  | | | Email : | | | |  | | |
|  | | | | | | | | | | | | | | |
| **Reservation Request :** | | | | | | | | | | | | | | |
| Room : |  | | | Milne Room | | | **(Seats up to 125)**. Standard amenities include tables and chairs, podium, and projector. Microphone set up available upon request. *Use of library laptop, piano, and/or kitchenette considered on a case by case basis.* | | | | | | | |
|  |  | | | Conference Room | | | **(Seats up to 12).** Standard amenities include conference table and chairs, podium and flat-screen TV.  *Use of library laptop and/or kitchenette considered on a case by case basis.* | | | | | | | |
|  |  | | | Parent Room | | | **(Seats up to 4).** Standard amenities include a small table and chairs.  *Use of library laptop considered on a case by case basis.* | | | | | | | |
|  |  | | | Vermont Room | | | Director Approval Required. **(Seats up to 24).** Standard amenities include tables and chairs. *Use of library laptop, flat-screen TV and/or kitchenette considered on a case by case basis.* | | | | | | | |
| Date : | |  | | | | | | Time : | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | to | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  | | | | | | *Please include set up and clean up time in request* | | | | | | |
|  | | | | | | | | | | | | | | |
| **Meeting Information** | | | | | | | | | | | | | | |
| Meeting Name : | | | | |  | | | | | | | | | |
| Audience: | | | | | \_\_\_ Open to public  \_\_\_ Private event ($25) | | | Fee associated  w/ attendance? | | | | Yes ($25) No | | |
|  | | | | | | | | | | | | | | |
| Seating Required:  *Milne room only.* | | | | | \_\_\_\_\_\_\_\_\_ Tables (Round or Rectangle) | | | | | | | \_\_\_\_\_\_\_\_ Chairs | | |
| Additional Amenities  *Circle all that apply.* | | | | | Podium Laptop    TV Projector  Available in the Milne Room by request:  Kitchenette Microphone Piano | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **OFFICE USE ONLY** | | | | | | | | | | | | | | |
| Reservation Confirmed : | | |  | | | Mary Ellen | | | Library Role: | | Coordinator  Partner  Host | | | |
|  | | | Garrett | | |
|  | | | Ian | | |
|  | | | Nick | | |
|  | | | Loren | | |
| Price : | | |  | | | | | | Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |