

Conference Room Request Form

(All rooms are available 9-5 M-F)

Large Conference Room: Conference table seats approximately 12 people, with 12-15 Additional chairs in the room. Projector Screen, Polycom available

Small Conference Room: Table seats 6-8, Polycom available

CNE Conference Room: Table seats 6-8, Polycom available

- Nonprofit Organization Name: _____
- Contact Name: _____
- Contact Phone: _____
- Address: _____
- Email: _____

- Date Requested: _____ Alternate Date: _____
- Time of Meeting: _____
- Number of People Attending: _____
- Purpose of Meeting: _____

Groups are responsible for their own equipment, refreshments and/or supplies. Smoking is not permitted in our office building. Each group leader is responsible for the breakdown and clean up of meeting rooms.

Berkshire Taconic reserves the right to disallow future use of meeting rooms for failure to abide by the rules set forth.

Please email your conference room meeting form to info@berkshiretaconic.org or Fax to 413.229.0329. You will receive a confirmation by email as to the booking of your room within one week of receipt of request. For questions please call our Office Manager at 413.229.0370.

Catering

The Marketplace Café offers a wide variety of menu and catering options.

The Marketplace Café

413-248-5040 ext. 2

www.marketplacekitchen.com

Berkshire Taconic Community Foundation

800 North Main Street, PO Box 400, Sheffield, MA 01257-0400

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