



## Erie Shore Conference Room Reservation Form

Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Start Time of Event \_\_\_\_\_ a.m./p.m. End time of Event \_\_\_\_\_ a.m./p.m.

Date of Event \_\_\_\_\_

Catering?  Yes  No

\*All catering orders must be placed with The Arc Wayne Catering Services at least **48 hours** prior to the start of your meeting. Email [christopher.ball@arcwayne.org](mailto:christopher.ball@arcwayne.org) or call 315-331-7741 for more information. We do not allow outside catering at this time.

Do you need technology assistance?  Yes  No

*Someone from our I.T. department will contact you about your specific needs for the meeting.*

### Payment

**\$200 Full Day | \$100 Half Day | Free for Nonprofits**

Credit Card – Please visit [www.arcwayne.org/donate](http://www.arcwayne.org/donate) to pay with a credit card

Check – Please make checks payable to The Arc Wayne

Invoice – Email [Kristin.Keyes@arcwayne.org](mailto:Kristin.Keyes@arcwayne.org) or call 315-331-7741 for invoice inquiries

\*All payment is due on or before the day of your meeting. Please contact us with any questions.

### Important Information

- Erie Shore Conference Room is open Monday – Friday 8 a.m. – 4 p.m.
- You must provide a certificate of liability insurance **on or before** the day of your meeting.
- Erie Shore Conference Room has a seating capacity of 30.
- Parking is available in the East Avenue lot outside of the printshop. The address is 50 East Avenue Newark, NY 14513. The entrance to the conference room is on the Van Buren Street side of the building to the left of the retail space (formerly Makana Cove) entrance.

**Please mail or email this form with payment and certificate of insurance to Kristin Keyes.**  
315-331-7741 | 150 Van Buren St. Newark, NY 14513 | [Kristin.Keyes@arcwayne.org](mailto:Kristin.Keyes@arcwayne.org)