



One Technology Plaza • 211 Fulton Street • Suite 300 • Peoria, Illinois 61602 • 309 495-8900

Room Reservation Request

Name of billing organization _____

Contact person _____ Phone _____

Billing Address _____

City _____ State _____ Zip Code _____

Fax _____ Approximate number of guests _____

Purpose of this meeting? _____

Length of stay in the conference room _____

Date _____ Time _____ to _____ Days _____

Authorized signature of renter _____ Date _____

Catering Arrangements

Has the company arranged for catering? Yes No

Name of caterer _____ Phone _____

Coffee and Water Service

Would you like us to provide coffee and water? Yes No

If yes, please indicate: Caffeinated Decaffeinated Hot Water Ice Water

Room Accommodations

Preference of room setup: Rectangle U shape

Equipment requests: _____ Special room requests: _____

Please fax form to the attention of David Vaughn @ 309-495-8999.