

4931 Yellowstone Ave / Peterson, Va 51047

Prairie Heritage Center Room Reservation

Available between 9am-4pm Monday - Friday (exceptions check w/Charlene)

DATE OF RESERVATION: 5/4/2013

TIME: Noon → 2 PM.

CONTACT PERSON: Jill Toft

ORGANIZATION: Clay County Convention + Visitors Bureau

ADDRESS: 7 Grand Ave

SPENCER, IA 51301

Work #: 712-580-8687 alternate #: _____

Cell #: 712-269-5999

Group size: 45-50 expected
27 booked as of 4/16

Average age of group: 50+ yrs.

Set up instructions:

Tables? X Chairs? X Screen? _____ Projector? _____

Layout/format?

Lunch & Program

Program by Naturalist? (Y) or N confirm with Charlene prior to committing ok? ✓

a. Topics and what they want

b. Walk/nature hike

c. Indoor or outdoor tours

Current displays @ Prairie Heritage Center, history of facility

Food: (Y) or N

if yes - \$50 security deposit is due with the reservation request.

The group provides food, beverages, supplies (plates, silverware, cups, napkins, etc). The group is responsible to clean up, take down decorations (if any), and take out garbage after event. We can provide a list of caterers if needed. OCCB/PHC staff will check facility before authorizing refund of deposit. *Upon approval, deposit check will be mailed back to the group approximately 1 week after the event.

Caterer: Lon's Lounge & Royal Cafe

Time: They'll set up around 11:30 am. . We eat at 12:00pm.

Additional Notes/Instructions/Requests:

Menu is very simple - 1 sandwich, 2 sides, bars, & drinks. They are bringing all service ware (plates, cups, etc.).

Person taking reservation: _____ Date taken: _____

Deposit paid: 4/19/2013 Date received: 4/19/2013 CK #2200

Deposit refunded: _____