



## Woodruff Conference Center Request Form

(Please type or print neatly).

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Requested Date and Time: \_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_

Room Setup, check one:  Classroom Style (50 max);  Theater Style (70 max).  
 Board Room Style (20 max).

Rate, check one:  Business, Full Day \$500  Business, Half Day \$300  
 Non-profit, Full Day \$400  Non-profit, Half Day \$250  
*(Hourly rates are not an option.)*

AV Requirements:  None  Audio Conferencing  Webinar  
(Check all that apply)  Web Conferencing  Power Point  Other

Details (Please give a brief description of your meeting):

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Catering Services:  Yes  No It is your responsibility to place the detailed order and arrange for delivery or pickup and full payment. You will be given access to our kitchen area to help distribute, but any use of our kitchen appliances, silverware, glassware, etc. is prohibited. You are responsible for all your own dietary needs. TLS will take care of trash removal. We have an agreement with Maggie's on the River who is located next door as our caterer of choice.

Who are you using for catering services? \_\_\_\_\_

Please provide proof of adding TLS for day of event on your company's insurance and include a copy of such proof with this application.

A 50% deposit is required. Full payment is due day of rental. All checks are made payable to Transitional Living Services, 482 Black River Parkway, Watertown NY 13601. Two full business days are required for cancellations for full refund or company surrenders deposit. TLS reserves right to give exceptions due to unforeseen emergencies or weather related incidents on a case by case scenario.

Email completed form to Tom Spaulding at [tspaulding@tlsnny.com](mailto:tspaulding@tlsnny.com) or fax (315) 785-8628.