

CONFERENCE CENTER at ROLLING HILLS ZOO

Reservation Form

Organization/Event _____

Contact Person _____ Daytime Phone _____

Mailing Address _____ City _____ State _____ Zip _____

Fax _____ E-mail Address _____

Event Day/Date _____ Pre-event arrival time (open at 7:30 a.m.) _____

Event start time _____ Event end time _____

Estimated number of guests _____

A guaranteed number is due 10 business days prior to event. No exceptions.

Table Set-Up	
Rounds, Half ballroom (limit 72)	
Rounds, Full ballroom (limit 160)	
U-shape, Half ballroom (limit 30)	
Classroom, Half ballroom (limit 64)	
Classroom, Full Ballroom (limit 150)	
Hollow Square, Half Ballroom (limit 40)	
Theater, Half Ballroom (limit 125)	
Theater, Full Ballroom (limit 275)	

Other Set-Up	
Podium microphone (1)	
Hand-held microphone (1)	
Lavaliere microphone (2)	
Overhead projector	
LCD Projector/screen	
High Speed Internet	
DVD/CD	
VCR	
Podium	
Dry erase board	
Flip chart stand	
Vendor tables	
Registration table	
Flags (U.S. and KS)	
Easels (2 available)	
Dance Floor (\$50 fee)	
Stage (\$50 fee)	

Rental Fees

The fees listed below are a daily rate. These fees include table linens, furniture arrangement, audio/visual equipment, and staff.

Daytime Rate:	\$295 (half room)
(8:00 am - 5:00 pm):	\$445 (full room)
Evening Rate:	\$395 (half room)
(5:00 pm—midnight):	\$545 (full room)
Wedding Reception	\$1,000 (full room)