



Conference Center Request Form

A Tradition of Stewardship
A Commitment to Service

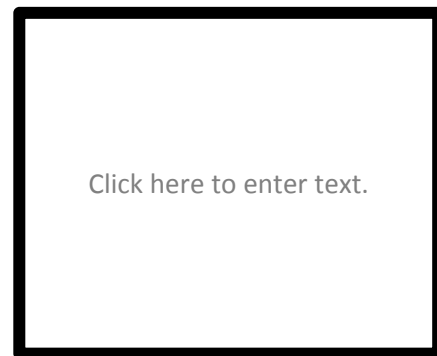
Please fill out and return to Jonathan Ortiz at 2751 Napa Valley Corporate Dr. Building B, Napa, CA 94558 or email to jonathan.ortiz@countyofnapa.org. For questions call (707) 259-8171.

1. **Name of meeting host** (if different than requestor) [Click here to enter text.](#)
2. **Phone number for meeting host** [Click here to enter text.](#)
3. **Name of meeting** [Click here to enter text.](#)
4. **Date** [Click here to enter text.](#)
5. **Start time** (include time for set-up if needed) [Click here to enter text.](#)
6. **End time** (include time for clean-up) [Click here to enter text.](#)
7. **Number of attendees** [Click here to enter text.](#)
8. **Preferred room set up (choose one)**



Willow: Chevron Training Pod (43 people max)

Madrone: Theater Seating (80 people max)



Valley Oak: U-Shape (43 people max)

Other

9. While using the Conference Center, I agree to:

- Put the room back, so it matches the photo posted on the wall (near the entrance)
- Clean up, this includes: trash, old flip charts, food waste, and wiping up any spills on tables
- Make sure all A/V equipment is plugged in to the county laptop, report any issues to Jonathan Ortiz at 259-8171
- Turn off the lights and A/V equipment. Return any items borrowed, i.e. microphone, A-frame signs.