

TODAY'S OFFICE ROOM RESERVATION FORM

Please indicate the room you'd like to reserve by double-clicking the box and checking it.

TRAINING ROOM

- Accommodates – 18
- Seating – Classroom: Configurable Tables and Chairs
- Facilities – Overhead Projector, White Boards, TV, DVD player, Phone

COMMUNITY ROOM

- Accommodates – 60
- Seating – Auditorium: Chairs with Tablet Arms
- Facilities – Mobile Lecture Station, Overhead Projector, White Boards

CAFE

- Accommodates – 58
- Seating – Lounge Chairs, Booths, Café Height Tables and Chairs
- Facilities – Bar with Bar Stools, Mini Fridge

Reservation Date:	Reservation Time*:
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*If reserving for after normal business hours or during the weekend, a hostess will be provided at a rate of \$30 per hour.

Will you cater your meeting?

Yes No

Would you like Today's Office to cater your meeting for a fee?

Yes No

Today's Office will assess a cleaning fee in the form of a flat charge of \$30 (\$50 after hours) for the clean up of food and/or beverages.

Name:
Company:
Address:
Phone:
Email:
Nature of Event:

If you have any questions, please call Today's Office at 501-375-5050.

Check out these links for catering options:

jasonsdeli.com

panerabread.com

communitybakery.com

rxcatering.net/locations/pdfs/rx-catering-menu-little-rock.pdf

downtowndeli.org