



Wisconsin Bankers Association Exhibit A

Conference/Meeting Room Reservation Form



<u>Room Rental (per day)</u>	<u>Room size</u>	<u>Room capacity</u>	<u>Price (per day)</u>
<input type="checkbox"/> Board Room	30' x 21'	20-25	\$ 200.
<input type="checkbox"/> Training Room A (w/projection wall)	45' x 21'	30	\$ 275.
<input type="checkbox"/> Conference Room A (w/projection wall)	18.5' x 24'	20	\$ 100.
<input type="checkbox"/> Conference Room B	14.5' x 24'	10	\$ 100.
<input type="checkbox"/> Conference Rooms A/B combined	33' x 24'	30	\$ 200.
<input type="checkbox"/> Computer Room (includes computers)	n/a	10-12	\$ 1,500.

<u>Equipment Rental Fees*</u>	<u>No. available</u>	<u>Price (per day)</u>
<input type="checkbox"/> LCD projector	1	\$ 225.
<input type="checkbox"/> Computer	1	\$ 50.
<input type="checkbox"/> Flip chart (with one pad/markers)	5	\$ 30.
<input type="checkbox"/> Additional chart pads	n/a	\$ 20.
<input type="checkbox"/> Conference telephone	1	\$ 50.
<input type="checkbox"/> Tabletop podium	1	\$ 30.

* The quoted prices may differ if an item needs to be rented from an external source. In that event, the actual rental cost of the item will be charged.

Catering/Beverages

<input type="checkbox"/> Catering A variety of catered food is available with actual costs included on the event invoice.	<input type="checkbox"/> Regular coffee (per carafe)	\$12.
<input type="checkbox"/> Soda, juice, bottled water (per item consumed)	<input type="checkbox"/> Decaf coffee (per carafe)	\$10.
\$1.25	<input type="checkbox"/> Tea, cappuccino, hot chocolate (per item consumed)	\$.75

Applicable sales tax will be included when invoiced.

Reserve meeting space by calling LaDené Anderson at 608/441-1200 or fax this form to her at 608/661-9381.

Date of function: _____

Contact name: _____

Organization name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

The WBA Building Security Policy requires all visitors to register at the front desk. Please arrive 15 minutes prior to the start of all meetings to allow for enough time to register.

NOTE: All cancellations must be made within 72 hours in advance of the date of the event or the full room rental fee, along with all incurred out-of-pocket expenses, will be assessed.

