



Today's Date _____ Phone _____

Organization Name _____

Organization Address _____

Authorized Representative _____ Nature of Meeting _____

Mailing Address _____

Email Address _____ Room Rental Date _____

Set up begins at: _____ Clean up ends at: _____

Check off below for use of:

- _____ Chairs # ___ up to 18 (max occupancy 18)
- _____ Six (6) 5' tables available

Room fees:

- 1-4 hours = \$45
- 4-8 hours = \$75
- \$10 additional hour

Meeting room is available between the hours of 8am and 7pm Monday through Saturday, unless preapproved by SoHo Marketing Guru Event Coordinator. Food and drink are acceptable. The meeting room must be left clean and orderly, upon departure of group. All equipment used by the group is the responsibility of the Authorized Representative and he/she will be held liable for any damages to said equipment or room.

I have completely read and fully understand the policies, rules and disclaimers pertaining to the SoHo Marketing Guru Meeting room. I agree to be responsible for complying with them and making all payments as called for herein.

Signature _____ Date _____

Easy payment options: Check Enclosed *Please charge my:* Visa MasterCard AmEx

Credit Card Number: _ _ _ _ _ / _ _ / _ _ _ _ _ Expiration Date: _ _ / _ _ CSV _ _ _ _

Exact Name on Card _____
 Billing Address _____
 Signature _____ Date _____

4 Easy Reservation Options

- Fax** toll free to 866-560-1510 · **Email** Erin@Veronikanoize.com
- Mail** to SoHo Marketing Guru LLC, 951 Officers Row, Vancouver, WA 98661
- Call** 360-882-1298 to register by phone