



Erie Shore Conference Room Reservation Form

Name _____ Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Start Time of Event _____ a.m./p.m. End time of Event _____ a.m./p.m.

Date of Event _____

Catering? Yes No

*All catering orders must be placed with The Arc Wayne Catering Services at least **48 hours** prior to the start of your meeting. Email christopher.ball@arcwayne.org or call 315-331-7741 for more information. We do not allow outside catering at this time.

Do you need technology assistance? Yes No

Someone from our I.T. department will contact you about your specific needs for the meeting.

Payment

\$200 Full Day | \$100 Half Day | Free for Nonprofits

Credit Card – Please visit www.arcwayne.org/donate to pay with a credit card

Check – Please make checks payable to The Arc Wayne

Invoice – Email Connie.Sandroni@arcwayne.org or call 315-331-7741 for invoice inquiries

*All payment is due on or before the day of your meeting. Please contact us with any questions.

Important Information

- Erie Shore Conference Room is open Monday – Friday 8 a.m. – 4 p.m.
- You must provide a certificate of liability insurance **on or before** the day of your meeting.
- Erie Shore Conference Room has a seating capacity of 30.
- Parking is available in the East Avenue lot outside of the printshop. The address is 50 East Avenue Newark, NY 14513. The entrance to the conference room is on the Van Buren Street side of the building to the left of the Makana Cove gift shop entrance.

Please mail or email this form with payment and certificate of insurance to Connie Sandroni.
315-331-7741 | 150 Van Buren St. Newark, NY 14513 | Connie.Sandroni@arcwayne.org