



Room Reservation Request

Conference Room The Nest

Name: _____

Company/Organization: _____

Phone Number: _____ E-Mail: _____

Reservation Date: _____ Time: _____

Purpose: _____

Notes:

- Use of conference room is available Monday-Friday 8:00am until 5:00pm.
- Use of Nest is available Monday-Saturday 8:00am until 5:00pm.
- Wi-Fi is available upon request.
- Audiovisual connections available by request at Conference Room.
- Rate: \$25/hour (Mon-Fri); \$50/hour (Sat).
- Food/beverage may be served; an additional \$25 fee will apply.
- Fee must be paid in advance.

To make reservation:

Call 601-499-5808 or e-mail dillardconsulting@att.net to request date and time.

Mail form and payment to (*payable to Dillard Consulting*)

Dillard Consulting, LLC - P.O. Box 395 – Clinton, MS 39060.

Office Use Only:

Date Submitted: _____ # Hours Requested: _____ Food/Beverage: _____

AV needed: _____

Amount Due: _____ Date Paid: _____ Cash/Check# _____