



Town Center Community Association

5430 Vantage Point Road – Columbia, Maryland 21044

MEETING REQUEST FORM

Today's Date: _____ TCCA Staff: _____

How did you hear about Oakland? Be Specific _____

Customer Name(s) (responsible for contract): _____

Contact Person (if different): _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (Office): _____ Fax: _____ Email Address: _____

Meeting Room(s): _____ Meeting Date (s): _____

You will not be able to access the facility before this time Entrance Time: _____ Exit Time: _____ # of Guests: _____

- Meetings include room setup & breakdown, pitchers of ice water, linens, and trash/recycling.
- Food and beverage service is available for meetings (Please see Meeting Food Package page)
- Coffee/tea service is available for meetings at \$4.00 per person (includes teas, hot chocolate, cups, sugar, and creamer).

EQUIPMENT NEEDS (For Meetings Only):

- | | |
|---|--|
| <input type="checkbox"/> Wireless Microphone (1st floor only) - 1 | <input type="checkbox"/> Projection Screen (s)-3 |
| <input type="checkbox"/> Portable LCD Projector - 1 | <input type="checkbox"/> Flip Chart-4 |
| <input type="checkbox"/> Podium - 2 | <input type="checkbox"/> Wi-Fi Access |
| <input type="checkbox"/> TV/DVD -1 | <input type="checkbox"/> Conference Phone -1 |

FOOD/BEVERAGE SERVICE:

Time to setup breakfast: ____:____ Time to setup lunch: ____:____ Time to setup snack: ____:____

THIS IS NOT A CONTRACT! FINAL PRICING AND AVAILABILITY ARE SUBJECT TO VERIFICATION BY TCCA MANAGEMENT.

STAFF USE ONLY

Staff Initials: _____

Contract # _____

Room Rental: \$ _____ resident/non-resident/non-profit

Food Service Costs: \$ _____ (includes \$20 delivery charge)

Have you verified that the customer qualifies for the non-profit rate? Y N N/A

Create a contract based on the information above: Y N

Time to setup breakfast: ____:____ Time to setup lunch: ____:____ Time to setup snack: ____:____



Telephone 410-730-4744/410-730-4801 – Fax 410-730-1823

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