



PARMENTER®

900 Ashwood Parkway

Conference Room Application

The following information will be needed in order to reserve the buildings conference room.

Email Form To: aallonce@parmco.com

Public Wifi Username: ConferenceCenter

Date of Request: _____ Contact Name: _____

Contact Name & Suite #:

Contact Phone #: _____ Contact Email Address: _____

Conference Room Reservation Date & Time: _____

Number of Visitors: _____ (Visitor parking is only for 2 hours.)

Catered Event? Y / N If Yes, Name of Vendor: _____

Please circle which rooms you require:

- Basement Level Conference room (Seats 40 people)

The Management Company would like to thank you in advance for returning the conference room furniture back to its original setting after each use. If the space is not returned to the original setting, there is a \$40.00 furniture moving fee.

***Please do not tape or attach anything to the walls or door in the conference room.**