

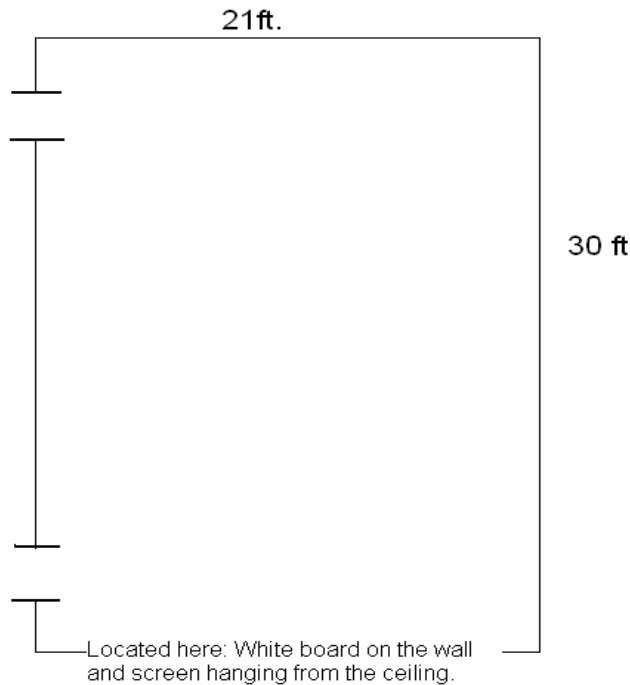


BEN FRANKLIN PLACE Room 1C Floor Plan



Date(s):	No. of People Attending:
Rental Start/End Times:	Event Start/End Times:
Contact and Organization Name / Telephone:	
Type of Event (check one): Meeting _____ Training _____ Seminar _____ Other(Specify) _____	
Name of Event:	

Please draw the layout of equipment on the floor plan below:



Room 1C is set up in Boardroom Style for 20 people and is not reconfigured by Ben Franklin Place Event Staff. If you choose to change the configuration, please return the set up to Boardroom Style.

Equipment	Cost	Quantity Required
* TV& VCR	\$64.41	
Flip Chart Stand (1) markers & paper not provided	Free	
Easel (1)	Free	
Chairs (24 in room)	Free	
5' Tables (12 in room)	Free	
* <i>Equipment is shared between rental spaces and is dependent on availability. Equipment is only available upon request and confirmation by Ben Franklin Place Room Event Staff.</i>		