

## MediaWest\*Con 37 ♦ Party Suite Reservation Request Form

*First, WHERE is the Party Suite? Step in the elevator across from hotel registration, go to the 2<sup>nd</sup> floor. It's the door right across!*

**To make the use of the Party Suite as fair as possible:**

1. First priority for its use is given to attending members *not* staying at the **Lansing Ramada**.
2. Any individual or group is limited to one use of the Party Suite.
3. The Party Suite will be available in 2-hour increments in the times stated below. This includes set-up and clean-up times.

**The Suite is available:**

<b>Fri, 5/26</b>	N/A	12:00pm-2:00pm	2:00-4:00pm	4:00-6:00pm	6:00-8:00pm	8:00-10:00pm	10:00pm-12:00am
<b>Sat, 5/27</b>	11am-1pm	1:00-3:00pm	3:00-5:00pm	5:00-7:00pm	7:00-9:00pm	9:00-11:00pm	11:00pm-1:00am
<b>Sun, 5/28</b>	11am-1pm	1:00-3:00pm	3:00-5:00pm	5:00-7:00pm	7:00-9:00pm	9:00-11:00pm	11:00pm-1:00am

**GENERAL PARTY SUITE RULES:**

1. The Party Suite is MediaWest\*Con 37 function space, and is provided exclusively for the use of MW\*C 37 members.
2. There is **NO** smoking (this includes candles and incense) allowed in the Suite.
3. While you may bring in your own food and beverages, there is **NO** cooking (hot plates, popcorn makers, etc.) allowed in the suite. No exceptions.
4. Anyone wishing to use a DVR (or VCR<G>) in the suite must make arrangements with the hotel for connecting and disconnecting it within your allotted time.

**The MW\*C 2017 member reserving the Party Suite is responsible for:**

1. Any damages or charges incurred in the suite during their allotted time.
2. Making sure the suite is cleaned, any furniture moved is returned to its original position, and all trash is removed by the end of their allotted time. Please be considerate of the next party and bring large trash bags with you (or request from hotel beforehand). Do **NOT** leave trash inside or directly outside of the Party Suite.
3. Making sure all participants are attending MW\*C 37 members.
4. Making sure all participants vacate the suite by the end of their allotted time.

Anyone not adhering to the above rules may be barred from future use of the MediaWest\*Con Party Suite.

Return section under dotted line

**\*\*\* MEDIAWEST\*CON 37 PARTY SUITE RESERVATION REQUEST FORM \*\*\***

Name (as listed): \_\_\_\_\_ Membership #: \_\_\_\_\_

Legal Name (if different from above): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov.: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ (To notify you of receipt of form)

**I have read the above rules and agree to obey them:** \_\_\_\_\_  
*Signature* *Date*

1) Are you staying at the Lansing Ramada?  Yes  No \*\*\* If NO, where are you staying? \_\_\_\_\_

2) Name of Event: \_\_\_\_\_

3) Host/Group: \_\_\_\_\_

4) Fandom: \_\_\_\_\_

5) Date & Time You Want to Hold Your Party

1st Choice: Date (please circle one): Friday Saturday Sunday Time: \_\_\_\_\_

2nd Choice: Date (please circle one): Friday Saturday Sunday Time: \_\_\_\_\_

6) Do you want event to be listed in the Program Book? Yes  No

7) Is your event open to *all* MW\*C 37 members? Yes  No  (private parties will be listed as PRIVATE on con material)

8) Will you be using a VCR/DVR? Yes  No  (please note you must provide your *own* VCR/DVR)

Reservations must be made on this form and postmarked on or after March 10, 2017 and received by May 1, 2017.

E-mail reservations will *not* be accepted although you can email us to let us know it's coming.

Mail completed form to:

MW\*C 37 Party Suite ~ c/o D. McLevy ~ 2834 Redding Road ~ Fairfield, CT 06428