



TriPoint Change/Cancellation Form

Failure to change/cancel your event within 48 hours may result in extra charges.

Name:

Phone:

Email:

Name of Event:

Name of Organization:

Event Date:

Event Time:

I want to: (circle one)

change setup

cancel event

Grantham Center:

-Please be specific to how many and where you would like items to be located! Thanks!

-Please include \$50 payment within final payment the day of your event. _____

-Attached is blank layout in PDF format for your convenience. Please diagram your preferred layout on this form.

___ Round tables, 60" rounds (able to have 6-8 people)

Located:

___ Foldable chairs

Located:

___ Rectangular tables (6 ft., able to have 8 people)

Located:

___ Floor lamps (10)

Located:

___ Gallery walls (2 large, 5 small)

Located:

Meeting Rooms:

-Please put a check by one of three styles

___ classroom: tables and chairs facing one direction

___ lecture: just chairs facing one direction

___ boardroom: tables and chairs in rectangle facing each other

Fax copies to- Attn: Jenn Jennings 210-736-3020