

## PAPER 2020

### FURNITURE REMOVAL & ORDER FORM

**What is your Business Name?**

**What is the name of the guest on the reservation for the meeting suite?**

First Name      Last Name

**What is your room number? (If you know it, if not just put n/a)**

**How would you like your room set up?**

example: Boardroom, Banquet Round

## Superior or Tower Guestroom

Please select from the options below

**Will you need furniture removed? If so, please pick one of the below options**

Removal of any furniture (\$225)

Removal of bed or bedside tables only (\$225)

Removal of all furniture from guest room (\$400)

**Furniture Rental Request - Please reference below menu for pricing**

	QUANTITY	NUMBER OF DAYS	EQUIPMENT SET DATE	EQUIPMENT REMOVAL DATE
60" ROUND TABLE SET WITH CHAIRS				

72" ROUND TABLES WITH SET OF  
10 CHAIRS

6'x30" RECTANGULAR TABLE

48" ROUND TABLE

BANQUET CHAIR

## Tower or Palace Suite

Please select from the options below

**Will you need furniture removed? If so, please pick one of the below options**

Removal of any furniture (\$225)

Removal of furniture to a storage room (\$550)

Removal of all furniture from guest room (\$775)

**Furniture Rental Request - Please reference below menu for pricing**

	QUANTITY	NUMBER OF DAYS	EQUIPMENT SET DATE	EQUIPMENT REMOVAL DATE
60" ROUND TABLE SET WITH CHAIRS				
72" ROUND TABLES WITH SET OF 10 CHAIRS				
6'x30" RECTANGULAR TABLE				
48" ROUND TABLE				
BANQUET CHAIR				

## Additional Information

Furniture removal fees quoted above are in addition to any storage room (additional purchased guestroom) fees required to store furniture outside the suites or guestrooms at the requestor's expense. This fee is equivalent to the best available room rate and applicable taxes at the time of the request, based on total length of stay and availability.

**Please Note: Standard Check-In Time is 3:00PM. If A Furniture Removal / Set-Up Is Required, It Is Recommended To Book the Room the Night Prior To Ensure Complete Set-Up By 3PM**

**Any additional special requests or needs?**

**Please provide an email address for confirmation**

example@example.com