

## CONFERENCE & FUNCTION ROOM POLICIES

*Ashburton Cafe has one conference room located in the rear of the cafeteria, with seating for up to 100. Access is either through the back hallway (plaza level) or through seating area in cafeteria.*

The conference room is booked for only the period requested, may not be assessable prior to the allotted time and must be vacated by the end of its allotted time. **If you need a special configuration for the tables and chairs, we suggest you send staff early to set them up.**

We do not have a maintenance staff on hand to set-up and breakdown tables and chairs, unlike what is available in the 21<sup>st</sup> floor conference rooms.

If catering is required for your event, we will be responsible for set-up and breakdown of buffet table(s).

**If catering is required for your meeting / event, you are required to use our in house catering service. A menu will be provided upon request.**

An application must be filled for each event. No applicant may reserve a set time (e.g.: the second Tuesday) on a continuous basis. All applications are to be sent to Ashburton Cafe, via email at [info@gometro.com](mailto:info@gometro.com) or faxed to 617-725-0433. Bookings may be made up to (3) months in advance.

Go on our website to check room availability on a particular date [www.gometro.info/ashburton/Function\\_Room.htm](http://www.gometro.info/ashburton/Function_Room.htm), **no bookings will be made until application is submitted.** Confirmation will be sent to applicant.

Ashburton Cafe does not supply any audiovisual equipment, extension cords or flip charts.

Applicant must notify Ashburton Cafe of any cancellation as soon as possible so that room can be made available to others.

All meetings must be confined to the room itself and may not extend into the main cafeteria seating area or corridors. Room set-ups must not block doorways.

Signs may not be placed on any surfaces within the function room.

All conference related equipment and materials must be removed by the end of the day. No overnight storage is permitted. Ashburton Cafe is not responsible for items left in the function room. Applicant who leaves items overnight does so at their own risk.

**FUNCTION / CONFERENCE ROOM APPLICATION**

Date(s) Requested \_\_\_\_\_ Time \_\_\_\_\_

Agency \_\_\_\_\_ Contact \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Email (please provide) \_\_\_\_\_

Number of Participants \_\_\_\_\_ Is the General Public Invited? \_\_\_\_\_

Circle Purpose Board Meeting Hearing Staff Meeting Training Party Special Request(s)

\_\_\_\_\_

**If you would like a specific seating configuration please send your staff ahead so that you will have enough time to re configure tables and chairs to your specific needs.**

Will Refreshments be Needed? \_\_\_\_\_ If so please order your food at least one day in advance

Requester's Name \_\_\_\_\_ Date \_\_\_\_\_

Either scan and email this form to [info@gometro.com](mailto:info@gometro.com) or fax to 617-725-0433

Ashburton Cafe Comments: