



Tourism Partner Inventory Form
Meeting Facility

Business Name: \_\_\_\_\_

Meeting Facility Type:

- Auditorium
Civic & Conference Centers
Hotel Spaces
Outdoor Spaces
Restaurant
Sports Venue
Unique Venues

Wedding Venue Type:

- Farms & Vineyards
Historic Homes
Unique Venues

Number of meeting rooms: \_\_\_\_\_

Do you offer a Shuttle Service? \_\_\_ Yes \_\_\_ No

Total Square Feet: \_\_\_\_\_

Total Seating Capacity: \_\_\_\_\_

Description of meeting facility as a whole: (50 words or less)

Four horizontal lines for text entry.

Meeting Equipment: (Audio/Visual, TV, Easel, etc.)

Three horizontal lines for text entry.

Please answer for each room:

Room Name: \_\_\_\_\_

Square Feet: \_\_\_\_\_

Room Width: \_\_\_\_\_

Room Length: \_\_\_\_\_

Room Height: \_\_\_\_\_

Theater Capacity: \_\_\_\_\_

Classroom Capacity: \_\_\_\_\_

Banquet Capacity: \_\_\_\_\_

Reception Capacity: \_\_\_\_\_

Booths/ Exhibits: (how many will fit in space) 8x10 \_\_\_\_\_ 10x10 \_\_\_\_\_ No exhibit space \_\_\_\_\_

Description of this room: (50 words or less)

Four horizontal lines for text entry.

Please send a digital copy of the floor plan as well as well as any high-resolution photos of the space to
slagasse@johnstoncountync.org.

**Room Name:** \_\_\_\_\_

Square Feet: \_\_\_\_\_

Room Width: \_\_\_\_\_

Room Length: \_\_\_\_\_

Room Height: \_\_\_\_\_

Theater Capacity: \_\_\_\_\_

Classroom Capacity: \_\_\_\_\_

Banquet Capacity: \_\_\_\_\_

Reception Capacity: \_\_\_\_\_

Booths/ Exhibits: (how many will fit in space) 8x10 \_\_\_\_\_ 10x10 \_\_\_\_\_ No exhibit space \_\_\_\_\_

Description of this room: (50 words or less)

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**Room Name:** \_\_\_\_\_

Square Feet: \_\_\_\_\_

Room Width: \_\_\_\_\_

Room Length: \_\_\_\_\_

Room Height: \_\_\_\_\_

Theater Capacity: \_\_\_\_\_

Classroom Capacity: \_\_\_\_\_

Banquet Capacity: \_\_\_\_\_

Reception Capacity: \_\_\_\_\_

Booths/ Exhibits: (how many will fit in space) 8x10 \_\_\_\_\_ 10x10 \_\_\_\_\_ No exhibit space \_\_\_\_\_

Description of this room: (50 words or less)

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Theater Capacity: \_\_\_\_\_

Classroom Capacity: \_\_\_\_\_

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