



Tourism Partner Inventory Form
Meeting Facility Amenities

Business Name: _____

Meeting Facility Type:

- ____ Auditorium
- ____ Civic & Conference Centers
- ____ Hotel 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)

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

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)

Please send a digital copy of the floor plan as well as any high-resolution photos of the space to kradford@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)

Room Name: _____

Square Feet: _____

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Room Length: _____

Room Height: _____

Theater Capacity: _____

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