



G R E A T E R
HARTFORD
W E L L N E S S

40 Avon Meadow Lane | Suite 201 | Avon | CT 06001

860.878.2028 (p) | 860.470.5523 (f)

Greater Hartford Wellness Room Rental Request

IMPORTANT: This is a request only. Please wait for final approval of your request before marketing your event.

Complete this form and return with deposit to:

Greater Hartford Wellness, Suite 201, Avon, CT 06001

(\$20 non-refundable deposit will be applied to final payment)

Please make checks payable to: Greater Hartford Wellness

Date(s) Room Needed (please list 2 backup dates in case your first choice is unavailable):

(Time) Room Needed (include set up/take down): from _____ to _____

Actual Time of Event: from _____ to _____

Title of Event: _____

Public or Private Event: _____

Class/Workshop Fee: _____

Organization/Business Name: _____

Contact Person: _____

Phone: _____ Email: _____

Please select preferred payment option (select one)

____ Hourly Rate (\$20) @ ____ hours (include time needed for setup/takedown)

____ 4 Hour Rate (\$60)

____ 8 Hour Rate (\$120)

Check All Options Needed:

____ # of Chairs

____ # of Tables

____ Projector

____ Copy/fax machine

Total Enclosed: _____

I have received and read the Policies and Instructions that accompanied this request form.

Signature: _____ Date: _____

Policies and Instructions:

- Complete the form provided on the GHW website. Email, fax, or mail form for review, and call the office manager to discuss room rental.
- Dates requested are not guaranteed.
- Shortly following your rental request and deposit, you will be notified by the office manager as to the availability of the room.
- You should refrain from marketing your event date and location until you have received confirmation. Expect confirmation via email or phone.
- Mail payments to Greater Hartford Wellness, 40 Avon Meadow Lane, Suite 201, Avon, CT 06001. Make checks out to Greater Hartford Wellness.
- After the event, the deposit will be credited to the final invoice.
- 28 chairs, 2 6ft tables, dry erase board, and projector are available for use.
- You are responsible for room set up and break down. All furniture should be put back the way you found it. Garbage bags will be available for trash.
- WiFi access is available for the presenter.
- Room rental includes the use of the office waiting room, large conference room, kitchenette, and bathrooms (located in hallway).