

Nashville Downtown Partnership
RESERVATION REQUEST FORM FOR DOWNTOWN DEVELOPMENT CENTER
 Suite G-150, One Nashville Place. Phone 743-3090. Fax 743-3099

Organization/Company Reserving Space	
Meeting Format Is this a meal, a conference, a meeting, or another type of event?	
Meeting Date Month, Day and Year	
Start Time (including time for set-up)	
End Time (including time for clean-up)	
Number of Participants Expected How many people will attend?	
Room Set-Up Choose set-up preference (theater seating, number of tables) for large meeting room. Indicate whether you will need the Private Conference Room.	
Audiovisual Requirements Indicate format (VHS, CD-ROM, DVD, and PowerPoint) of any presentation you will bring. Will you need a podium? Wireless microphone? Internet access?	
Beverages and Food You will be responsible for any food items, including any arrangements for catering, utensils, service and clean-up. If you use a caterer, please provide us with a contact name and phone number.	

Your Contact Person

Name	
Office Phone:	Cell Phone:
E-mail Address	

RESERVATION GUIDELINES

NASHVILLE DOWNTOWN PARTNERSHIP Downtown Development Center

Core Purpose: “To demonstrate in a visible, tangible way the vision for the downtown urban core while telling a compelling story that attracts new commercial tenants, new retail businesses and new residential development.”

To reserve the Center, please complete the Reservation Request Form in person, by telephone or fax to 743-3099. Direct your request and any questions to Erin Clements (743-3090 or eclements@nashvilledowntown.com) or Sally Connelly (743-3092 or sconnelly@nashvilledowntown.com).

Since the Center also serves as the primary meeting place for the Partnership’s Board of Directors and Committees, the space may occasionally not be available. However, we will make every effort to accommodate your meeting schedule.

At this time, we will not charge a usage fee for the Downtown Development Center. However, the Partnership is a non-profit organization and we appreciate any contributions (either as donations or membership fees).

Guidelines

- We currently have *fifteen tables* (72” long by 30” wide) that can accommodate up to 50 people. With *theater style seating*, we can accommodate up to 75 people in the Center. The *Private Conference Room* accommodates 10 to 12 people. Indicate whether you need both rooms for your meeting (e.g., a general presentation to a small group in the Center followed by a private conference).
- Ask for details on providing your group with a PowerPoint presentation by a Partnership staff member on current development trends in downtown Nashville.
- Indicate your preference for using the *large drop-down screen* or *42” plasma screen* (VHS tapes can be shown only on drop-down screen).
- Indicate whether you need *technical assistance* for multimedia presentations.
- Upon request, you may *access data* (e.g., maps, quick reference material about downtown residential and business development, current projects) on the Center’s research computer.
- Upon request, we will *assist you with a customized presentation* for your meeting. We can arrange for Partnership President and CEO Tom Turner, a Partnership Board member and/or a representative from the Mayor’s Office or other Metro agency or department to give their perspectives on downtown development as related to your group’s interests.

- By special arrangement, meetings and events may occasionally be scheduled outside of normal Partnership office hours (M-F, 8 a.m. to 5 p.m.).
- The Partnership must be informed of the start and end times of any after-hours event so that a staff member may come to unlock and lock the doors to the Center.
- During the meeting or event, the Center should not be left unattended. The organization representative requesting the space should be in attendance at the event. The reserving party will be responsible for any losses or damage to property or equipment.

I request the use of the Downtown Development Center in Suite G-150, One Nashville Place, and agree to the terms and conditions for using the space.

Organization Representative (print/sign)

Nashville Downtown Partnership
Downtown Development Center
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Nashville, TN 37219
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Fax: 615-743-3099
eclements@nashvilledowntown.com