

**Payment Method:**☐ Check ☐ Money Order☐ Debit/Credit ☐ Cash

## RENTAL SPACE RESERVATION FORM

DATE: \_\_\_\_\_

ORGANIZATION/INDIVIDUAL DESIRING TO USE SPACE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PURPOSE OF RENTAL SPACE: (Training, Meeting, Party, etc.): \_\_\_\_\_

MEETING AREA REQUESTED: \_\_\_\_\_ NUMBER OF ATTENDEES: \_\_\_\_\_

DATE AND TIME DESIRED: \_\_\_\_\_

FOOD TO BE SERVED/PROVIDED? YES \_\_\_\_\_ NO \_\_\_\_\_

NAME OF CATERER/FOOD TO BE SERVED:  
\_\_\_\_\_  
\_\_\_\_\_

ALCOHOL TO BE SERVED/PROVIDED? YES \_\_\_\_\_ NO \_\_\_\_\_

SPECIAL ROOM REQUIREMENTS/SET-UP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ANY ADDITIONAL ITEMS NEEDED NOT INCLUDED: \_\_\_\_\_

*A minimum of two hours is required for all meeting space rentals. At the time of booking, a one-hour deposit is required for meeting space, while a 50% deposit is required for ARFF facility rentals. **Deposits are non-refundable if the reservation is cancelled within thirty days of booking.** The total cost of the rental must be paid no later than 14 days prior to the event. All rental rates include security and clean-up service fees.*

*Meeting space rentals include one table for food and beverages, up to five tables (rectangular or round), and thirty chairs for meeting areas. ARFF facility rentals include up to ten tables and sixty chairs. Additional tables, chairs, and linens may be provided at an additional cost.*

*All food must be described in advance. Vendors are not permitted to sell food or beverages at the airport without prior written approval. Any alcohol served at events must be purchased directly from the airport, with no exceptions.*

*Parking is assessed at one dollar per attendee and will be added to the final room fee.*

**All other meeting areas contact Director of Marketing at [soverton@flycolumbusga.com](mailto:soverton@flycolumbusga.com)**