

# CENTER AT THE HEIGHTS MUNICIPAL USE LOGISTIC FORM

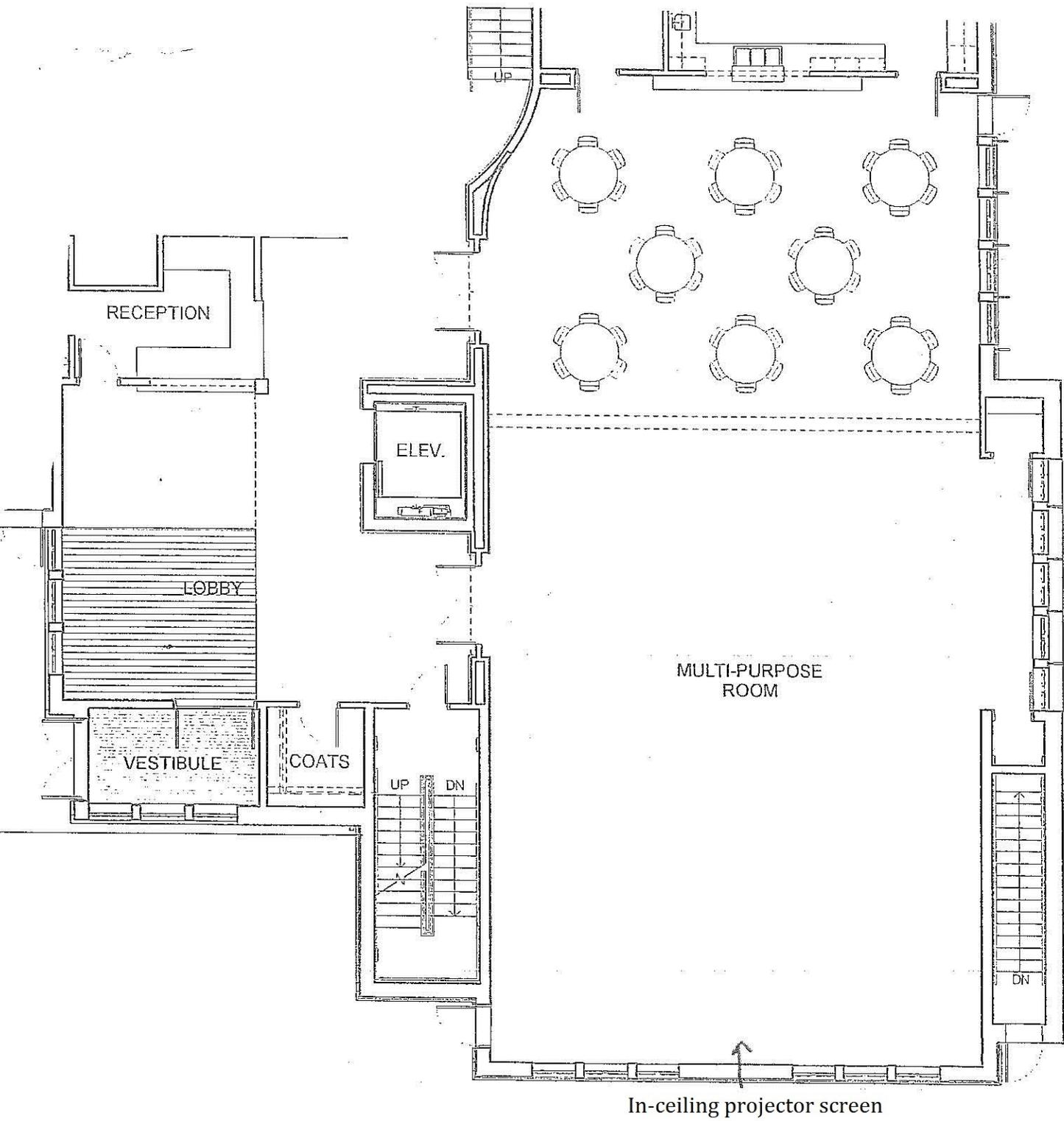
**Return to Executive Director, Jamie Gutner**

1. Name of Event:	
2. Contact Person:	
3. Space you are requesting - Please circle:  Multi Purpose / Café / Lobby / Kitchen	
4. Date of Event:	5. Hours of Event:
6. Number of attendees:	7. Will this meeting be taped for cable?
8. On floor plan on reverse side: a. Please indicate the number and position of tables required for the meeting. Also include placement of chairs around the table(s). b. Please include the number and orientation of chairs required for the event.	
9. Will you need to use the projector screen?	Please circle: YES NO
10. Will you be projecting a powerpoint?	Please circle: YES NO
11. Will you be playing a DVD?	Please circle: YES NO
12. Will you be playing a CD?	Please circle: YES NO
13. Do you require microphones? Please circle: YES NO Pocket Pro microphones quantity (2 maximum): _____ Wireless microphones quantity (2 maximum): _____ Wired microphones quantity (3 maximum): _____	
14. Additional Comments:	

AVAILABLE FURNITURE

- 180 Chairs (100 are padded/folding)
- 10 48" round tables
- 9 36" x 60" tables
- 12 36" x 72" tables

The Center at the Heights  
300 Hillside Avenue, Needham  
1st floor Multi-purpose Room, Cafe & Lobby



In-ceiling projector screen