



Experience. Success.

WITC Superior Conference Center Availability Request

Organization Name & Billing Address:	
Contact Name	
Email	
Phone	
Fax	
# of People	
Food Service	
<p><i>Please note: If you have a display you wish to exhibit, plan on using easels. The use of tape or other adhesives is damaging to the walls and its use is prohibited. Violation of this policy will result in financial liability for all repairs needed.</i></p>	
Client Signature	Date
CC Representative	<i>Kimberly Bladecki</i> Date

Event Date:
Event Time:
Event Name:
Room(s):
Room Rental Fee:
Room Layout:
Equipment Needs:

Please review your Reservation Request: Advise of any changes, and return a signed copy to confirm your reservation (see contact information below). Your signature and return of this form is authorization for WITC to provide the above services. To ensure delivery of products, menus must be finalized two weeks in advance. Group size reductions must be made within three business days prior to the event date to avoid charges. Cancellations must be made seven working days prior to the event, or you will be liable for all fees. Please confirm number of meals ten days prior to the event. All federal, state and local laws will be adhered to with regard to food and beverage purchase and consumption. **All food and beverages must be purchased and prepared by: *Georgie's Custom Catering***
***** Accepted Credit Cards: Visa, MasterCard, & Discover *** Pursuant to Wisconsin State Food Codes (3-501.16(A)(1) & 3-501.16(C)), any leftover food remains the property of Georgie's Custom Catering and must remain on the premises.**

RE: CLOSING STATEMENT: Please be advised that during extreme weather, WITC may have to close the campus. If the campus is closed, no events will take place in the conference center or in classrooms, and the building will remain closed until conditions improve. While we understand that this may cause inconveniences to some of our external customers, please understand that the safety of all of our custodians, staff, faculty, and students is our first priority, and we ask for your cooperation. In the event of inclement weather that causes a closing, we will notify all conference center customers as soon as possible once the decision to close has been made.

WITC Superior Campus
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 Superior WI 54880

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