

NORTH HAVEN *Gardens*

7700 Northaven Road · Dallas, Texas 75230 · 214-363-5316 · fax: 214-360-1565 · www.nhg.com

Club Meeting Room Request / Special Event Request

If your club needs a temporary meeting space and/or a speaker from North Haven Gardens (on-site only), please call **Nikki Rosen** at **214-363-6715 ext 326**. Or email at nrosen@nhg.com.

We can accommodate up to 125 guests in our large meeting space and 35 people in the smaller room. The large room is \$50 for up to 3 hours. The smaller room is \$30 for up to 3 hours. The meeting room fee includes a complimentary 30 minute speaker presentation on an agreed upon topic. The retail store staff cannot confirm your room rental. For your group's time to be confirmed, all arrangements must be made directly through Nikki Rosen by phone or email at least 4 weeks in advance. North Haven Gardens does not have speakers available to come to your event off-site.

Date Today _____ Event Date _____

Arrival Time _____ Speaker Start time _____

Club/Society Name _____

Contact Name _____

Contact Phone _____ Contact Email _____

How many will be attending? _____

Will you need a speaker? _____

Speaker topic? _____

Will you be bringing food? _____

How many hours do you expect to need the space? _____

Notes: _____

Nikki Rosen
Marketing Manager – North Haven Gardens

Club Contact – Print & Sign

You must sign and email, fax or snail mail completed form to Nikki Rosen at least 4 weeks prior to your requested date. You will receive a call back within one week from Nikki to approve the date and confirm all details. If your requested date is not available, we will work with you to accommodate your group on another day. **Fax 214-360-1565**