



SPACE REQUEST FORM

Organization:		Date:
Contact Person:	Email:	Phone:
Event Name:		Estimated Attendance:
Description:		
Date(s):	Time of Event:	Venue: Hyatt Regency <input type="checkbox"/> Convention Center <input type="checkbox"/>
Rental Fees:		
<input type="checkbox"/> \$500 – Conference style for up to 25 people <input type="checkbox"/> \$1,000 – Larger room/space for social event functions <input type="checkbox"/> Reception <input type="checkbox"/> Dinner <input type="checkbox"/> Other _____		
Rooms will be pre-set in conference style for meetings. Social event set ups will be accommodated as best as possible, depending on availability of space.		
Payment:		
<input type="checkbox"/> Check Mail to: APTA, 1300 I Street, NW Suite 1200 East, Washington, DC 20005		
<input type="checkbox"/> Credit Card Visa <input type="checkbox"/> AMEX <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/>		
Credit Card Number:		Expiration Date:
Name on Card:		Signature:
Cancellation:		
All cancellations must be received in writing by October 22, 2021. No refunds will be issued for meeting rooms that are not used or that are cancelled by October 22.		
Acceptance:		
I agree to follow APTA’s Event Policies and Guidelines and will be responsible for any charges incurred due to misuse of the facility.		
Name:	Title:	Date: / /
Please complete and return to Anitha Atkins aatkins@apta.com		

DISCLAIMER: By submitting, the requester understands that this meeting/event may not be approved should it conflict with any APTA event function. There is no guarantee of venue requested. Meeting space will be assigned based on availability. All expenses associated with the above-mentioned meeting are the sole responsibility of the company listed; not APTA. APTA reserves the right to attend/monitor all affiliate meetings without notice. Violators will jeopardize participation in future APTA events. All matters and questions not covered by the above guidelines are subject to the discretion of APTA. These guidelines may be amended at any time by APTA, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by APTA to contracted parties.

The affiliate group shall protect, indemnify, hold harmless and defend APTA, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys’ fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of APTA, its officer, directors, agents or employees.