



# SPACE RESERVATION FORM

## 2 PEACHTREE STREET

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### EVENT INFORMATION:

DATE ROOM REQUESTED \_\_\_\_\_ NUMBER OF ATTENDEES \_\_\_\_\_  
TIME OF EVENT (Start) \_\_\_\_\_ (End) \_\_\_\_\_

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### LOCATION RESERVATION:

LARGE CONFERENCE ROOM – 41<sup>st</sup> Floor  
Conference Rooms A, B, & C

SMALL CONFERENCE ROOMS – 41<sup>st</sup> Floor

Conference Room D

Conference Room E

Conference Room F

Conference Room G

Conference Room H

FREE SPACE

2<sup>nd</sup> Floor Cafeteria Area (State Agency sponsored events only - SHBP Health Fair, flu shot clinics, etc.)

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### PAYMENT INFORMATION:

LARGE CONFERENCE ROOM

All Day (8AM-5PM)	\$100	\$125 w/food			
Half Day (8AM-12PM)	\$50	\$75 w/food	OR	(1PM-5PM)	\$50 \$75 w/food

SMALL CONFERENCE ROOM

All Day (8AM-5PM)	\$50	\$75 w/food			
Half Day (8AM-12PM)	\$25	\$50 w/food	OR	(1PM-5PM)	\$25 \$50 w/food

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### CONTACT INFORMATION:

AGENCY REQUESTING SPACE \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_

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Send completed form to: Nancy Negris, Georgia Building Authority

1 Martin Luther King, Jr. Drive, Atlanta, GA 30334 – FAX: 770-359-3910 – Email: [nancy.negris@gba.ga.gov](mailto:nancy.negris@gba.ga.gov)

Reservations must be paid for by credit card. Call 404-657-7407 to process credit card payment.

Personal credit card information cannot be accepted via fax, e-mail or voice mail.