



# ROSLYN REFRESHMENTS & EQUIPMENT ORDER FORM

## COMPLETION INSTRUCTIONS

e-mail to [info@roslyncenter.org](mailto:info@roslyncenter.org) or fax to (804) 285-3430  
fill out the web version of this form at [www.roslyncenter.org/forms](http://www.roslyncenter.org/forms)

**NOTE:** Catered Receptions are available for large groups of 50 or more.  
Contact the Guest Services Manager for more information.

**GROUP NAME:** \_\_\_\_\_

**CONTACT NAME/PHONE:** \_\_\_\_\_

**DATES OF STAY:** From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### A. REFRESHMENT OPTIONS

IMPORTED CHEESE & CRACKER TRAY	PRICE PER TRAY	HOW MANY?	DELIVERY DATE/TIME
Small (serves 20)	\$30	_____	_____
Large (serves 40)	\$50	_____	_____

FRESH FRUIT TRAY	PRICE PER TRAY	HOW MANY?	DELIVERY DATE/TIME
Small (serves 20)	\$30	_____	_____
Large (serves 40)	\$50	_____	_____

FRESH VEGETABLE TRAY	PRICE PER TRAY	HOW MANY?	DELIVERY DATE/TIME
Small (serves 20)	\$30	_____	_____
Large (serves 40)	\$50	_____	_____



ASSORTED BREAKFAST SWEETS TRAY (Muffins, Danish, etc.)	PRICE PER TRAY	HOW MANY?	DELIVERY DATE/TIME
Small (serves 10)	\$20	_____	_____
Large (serves 20)	\$40	_____	_____

BRIE W/ FRUIT GARNISH	PRICE PER TRAY	HOW MANY?	DELIVERY DATE/TIME
Small (serves 10)	\$20	_____	_____
Medium (serves 20)	\$30	_____	_____
Large (serves 30)	\$40	_____	_____

SALTY SNACK BOWL	PRICE PER PERSON	HOW MANY?	DELIVERY DATE/TIME
	\$2.00	_____	_____

WELCOME BASKET	PRICE PER BASKET	HOW MANY?	DELIVERY DATE/TIME/LOCATION
Includes Bottled Water, Assorted Snacks and Fresh Fruit	\$12	_____	_____

Welcome Baskets may be delivered to lodge rooms or meeting spaces.

WINE SET-UP	PRICE PER PERSON	# OF PARTICIPANTS	DELIVERY DATE/TIME
Includes corkscrew, wine glasses, napkins, ice bucket and ice	\$1	_____	_____
Wine not provided.			

## B. EUCHARIST (COMMUNION)

EUCHARIST SET-UP	# OF PARTICIPANTS	DELIVERY DATE/TIME/LOCATION
Free of charge.	_____	_____



## C. SPECIAL EQUIPMENT

**NOTE:** All Meeting Spaces Come With Easel, Newsprint, Tape, Markers, Television with VCR/DVD player, Projection Cart, Projection Screen And Extension Cord.

EQUIPMENT / PRICE PER ITEM	HOW MANY?	DELIVERY DATE/TIME
<b>CD/Tape Player</b> [ no charge ]	_____	_____
<b>LCD Projector</b> [ \$50 per 1/2 day / \$100 per full day ]	_____	_____
<b>Microphone &amp; Speaker</b> [ \$25 per full day ]	_____	_____