



## Meeting Reservation

Please make a reservation for:

Event: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Web: \_\_\_\_\_

Will pay with check or cash at event.

Please charge my:  Visa  MasterCard  American Express

In the amount of \$ \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Payment is required at the event (check, cash or credit card). Reservations must be cancelled at least 24 hours prior to the event. If you fail to notify HENA of a cancellation within that time, you will be billed for the full cost, even if you do not attend. Receipts for credit card charges will be available upon check-in at the event.

**PLEASE FILL OUT FORM AND FAX TO 504/328-8106.**