



Please fill out the request for proposal below and e-mail to [info@doublehead.com](mailto:info@doublehead.com).

**Date proposal must be received:**

**Name of Business, Group or Organization:**

**Contact Name:**

**Billing Address:**

**E-mail:**

**Phone:**

**Fax:**

**Type of Event, Meeting or Function:**

**Meeting-Event-Function Name:**

**Event Information:**

**Arrival Date:**

**Departure Date:**

**Are these dates flexible:**

**What are your alternate dates, if any?**

**Meeting Room Requirements – Please note: Meeting rooms are assigned in accordance with anticipated attendance. Revisions in the attendance may necessitate reassignment to a more suitable room.**

**Requested set-up for meeting room:**

**A/V, Business Services and other requirements: See special services document for options**

**Catering Requests – Please note: Doublehead Resort requires a 14 day advance notice prior to each event to provide services. Please refer to catering menu for options.**

**Special services, transportation, recreation, etc, - See special services document for options**

**Lodging - Three bedroom cottages only**

**Date of arrival:**

**# of nights:**

**# of cottages needed:**

**special needs:**