



MIAMI SPRINGS SENIOR HIGH SCHOOL
HAWK'S NEST EVENT ROOM- *sponsored by the Hyatt Regency* Miami RELEASE

Today's Date: _____ Miami Springs Contact _____

Client Contact _____ Event Name _____

Event Type _____ Event Date _____

Note: Please enter different functions separately:

Space Requested	Date	Times	Function	No. of People	Set-Up

Total Estimated Number of People: _____

Tentative _____ Date _____ Initials _____

Confirmed _____ Date _____ Initials _____

Set-Up/Tear-Down: _____

INSTRUCTIONS FOR ROOM SET UP AND SPECIAL NEEDS: *please discuss if you would like us to purchase items for your function, budget you will provide us to make purchases and payment method. If your event will be catered and does not require set up on our part, please indicate if you would like servers or assistance of any kind from AOHT.*

MIAMI SPRINGS SENIOR HIGH SCHOOL

Signature: _____

Print Name: _____

Date: _____