

# MEET & GREET SPACE REQUEST FORM

**All requests must be submitted no later than 30 days prior to departure.**

**PLEASE FILL OUT ALL REQUIRED FIELDS AS MISSING INFORMATION WILL DELAY CONFIRMATION.**

<b>Name:</b>	<b>Date Submitted:</b>
<b>Phone:</b>	<b>Ship:</b>
<b>Email:</b>	<b>Sailing Date:</b>
<b>Number of Guests Attending:</b>	<b>Booking Number:</b>

**MEETING SPACE REQUEST: Please use a separate form for each request**

Please note this is a request only until confirmation is received. Time and venue are subject to change per ship discretion.

<b>Requested Date:</b>	<b>Requested Time:</b>	<b>Duration:</b>
<b>Room Setup Style:</b> Theater <input type="checkbox"/> Classroom <input type="checkbox"/> Reception/Cocktail <input type="checkbox"/> Card Players <input type="checkbox"/>		
<b>If other please list:</b>		
<b>Additional Needs:</b> Podium <input type="checkbox"/> Microphone <input type="checkbox"/> TV/DVD (\$50 per session) <input type="checkbox"/> Screen (\$20 per session) <input type="checkbox"/> LCD Projector (\$50 per session) <input type="checkbox"/> Coffee, water, tea <input type="checkbox"/> Cookies <input type="checkbox"/> Other <input type="checkbox"/>		
<b>If other please list:</b>		

**HOSPITALITY DESK REQUEST:**

Not available on the Prinsendam. Please call for alternative options.

<b>Date Requested:</b>	<b>Time Requested:</b>	<b>Duration:</b>
<b>Additional Needs:</b> Flipchart & markers (\$20 per session) <input type="checkbox"/> Easel <input type="checkbox"/> Other <input type="checkbox"/>		
<b>If other please list:</b>		

**PAYMENT INFORMATION:**

All funds must be in US only. Payment is due no later than 15 days prior to sailing.

- Credit card – please call 1-877-885-4259
- Check – please remit check to  
Holland America Line  
Attn: Onboard Event Services  
300 Elliott Ave W  
Seattle, WA 98119

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\*\*Any requests received one week prior to sailing will be actioned once onboard.