

Meeting Room Reservation Form

Company Name: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Meeting Room:

- Board Room (before checkpoint)
- Training Room (before checkpoint)
- Halley Field Room (The Club at Blue Grass)
- Cool Meadow Room (The Club at Blue Grass)

Reservation Date: _____

Time Requested From: _____ To: _____

Description of Meeting: _____

Comments and/or Special Requirements: _____

Admittance to The Club at Blue Grass

If you are renting a meeting room in The Club at Blue Grass, please complete and return the Guest List along with this form. The Club is located beyond security checkpoint, so those individuals without a boarding pass must be included on the Guest List so appropriate security clearance can be provided. All guests will need to show proof of identification upon check-in at the Information Center and are subject to TSA security measures and searches at the security checkpoint.

Payment Terms and Cancellation

To reserve a meeting room, the airport must receive a completed Meeting Reservation Request form. Reservations cancelled less than 48 hours in advance may be subject to the full rental cost.

Please complete this form and email to:
ebrand@bluegrassairport.com or llindsey@bluegrassairport.com
For more information, call 859.425.3100.