

Jefferson Street Inn
Meetings and Events Request Form

Thank you for your interest in utilizing the Jefferson Street Inn for your next meeting or event. Simply fill out the following document and e-mail it to us at events@jeffersonstreetinn.com or fax or mail it to the Events Coordinator. We'll contact you promptly regarding rates and availability along with creative ideas that will make your event both successful and memorable. If you are unsure of some of the options listed, make note of them and our representative will coordinate them with you.

Name of Group or Event: _____

Primary Contact for the Event: _____

Name of Company or Association: _____

Mailing Address: _____

Phone Number: _____ Ext. _____

Fax Number: _____

E-Mail Address: _____

Date(s) of Event: _____

Start/End Times: _____

Estimated number of attendees: _____

How would you like the room set up? (For example, U-shape table and chairs)

Will you need sleeping rooms? _____

If so, how many per night? _____ # of Nights _____

Please list a brief description of your catering needs. We'll be happy to create a custom menu for your event.

Are there any other details we should be aware of? If so, please list them. We'll be happy to accommodate you in any way possible.

Jefferson Street Inn
201 Jefferson Street
Wausau, WI 54403
715.845.6500
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