



Milwaukee Bar Association Facility Reservation Form

Organization _____

Contact Name _____

MBA Member Name (if applicable) _____

Address _____

City / State / Zip _____

Work Phone _____ Email _____

Reservation Date _____ Time In _____ Time Out _____

Purpose of Meeting _____

Rental Hours: 8:00AM – 5:00PM, Monday – Friday (except Holidays)
Other Hours: After 5:00pm and weekends are available by special arrangement and at a special cost*

ROOMS AVAILABLE:

(Please circle the room you would like to reserve)

Douglas Room (max. 3 people)	Marshall Room (max. 75 people)
Board Room (max. 20 people)	Joint Rooms (max. 100 people)
Cardozo Room (max. 25 people)	Reception Area (available after hours**)

ROOM RATES:

(Please circle the appropriate room and rate)

MBA Member Rate

Douglas Room:	Free
Cardozo Room:	Free
Board Room:	\$100 (½ day or less) \$150 (full day)
Marshall Room:	\$150 (½ day or less) \$200 (full day)
Adjoining room:	Free

Non-MBA Member Rate

Douglas Room:	\$75 (½ day or less) \$150 (full day)
Cardozo Room:	\$165 (½ day or less) \$250 (full day)
Board Room:	\$250 (½ day or less) \$300 (full day)
Marshall Room:	\$365 (½ day or less) \$465 (full day)
Adjoining Room:	Total: \$450 (½ day or less) Total: \$600 (full day)

BEVERAGES:

Soda: \$1.00 per can
Coffee: \$5.00 per pot

50% cancellation fee for less than 24 hour notice (\$25 for members in the Cardozo Room)

* \$150 added after 5:00PM, Saturday general facility charge \$300 (½ day or less) & \$500 (full day)

* Reception area available for \$100 extra at night