



MARRIOTT MARQUIS
WASHINGTON DC

Affiliate Function Space Request

All requests for function space must be approved by the Host program to avoid conflicts with the Host programming prior to the hotel contracting function space for affiliated groups.

Host Program:	
Affiliate Contact Name:	
Company Name:	
Address:	
City/State/Zip:	
Email Address:	
Phone Number:	

REQUESTED FUNCTION SPACE						
Date	Time	Function Type	Set up Style	# of People	Food & Beverage (Please provide brief description of needs)	Audio Visual (Yes or No)

Additional Comments regarding requested function space:

Approval from Host Program

Approvers Name:		Date:	
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Approvers Signature: <i>Electronic Signature Accepted</i>	
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