



Please fill out the request for proposal below and fax to Tracy Jackson @ 256-685-0224 or e-mail tracy@doublehead.com.

Date proposal must be received:

Name of Business, Group or Organization:

Contact Name:

Billing Address:

E-mail:

Phone:

Fax:

Type of Event, Meeting or Function:

Meeting-Event-Function Name:

Event Information:

Arrival Date:

Departure Date:

Are these dates flexible:

What are your alternate dates, if any?

Meeting Room Requirements – Please note: Meeting rooms are assigned in accordance with anticipated attendance. Revisions in the attendance may necessitate reassignment to a more suitable room.

Requested set-up for meeting room:

A/V, Business Services and other requirements: See special services document for options

Catering Requests – Please note: Doublehead Resort requires a 14 day advance notice prior to each event to provide services. Please refer to catering menu for options.

Special services, transportation, recreation, etc, - See special services document for options

Lodging Requirements - Options: One, two or three bedroom cottages that can accommodate up to 6 guests comfortably

Date of arrival:

of nights:

of cottages needed:

special needs:

