



**New Jersey Judiciary  
Administrative Office of the Courts  
Purchase and Property Unit**

**ATTACHMENT 3**

Bidder Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

[NJSTART](#) V Number: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_

Venue's Physical Address: \_\_\_\_\_

**Conference Questionnaire**

1. What is maximum capacity of event spaces?
2. What is capacity of your largest meeting space?
3. Who is your in-house AV provider?
4. Is there on-site parking? If so, what is total number of spaces available?
5. What is total number of lodging rooms available for an event?
6. What is total number of bathrooms & bathroom stalls available for event spaces?
7. Will you confirm the venue can accommodate alternative meal options including but not limited to Halal and Kosher per **4.2 GENERAL FOOD REQUIREMENTS**?
8. What are the standard and late check-out times per section **4.5.2 LODGING CHECK-OUT**?
9. Will you confirm your organization will abide per Section **4.7 SAFETY AND SECURITY**?
10. Will you confirm your organization will abide per Section **4.7.1 SECURITY SERVICES AND EMPLOYEE LIST**?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_