



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

**ATTACHMENT 2
Conference Questionnaire**

Bidder Business Name: _____ Date: _____

NJ Start Registration V Number: _____

Federal Tax ID Number: _____
(Required per Section 3.5)

Venue's Physical Address: _____

QUESTIONNAIRE

1. What is the maximum capacity of event spaces? _____
2. Who is your in-house AV provider? _____
3. What is the guaranteed set-up time? _____
4. Is there on-site parking? If so, what is the total number of spaces available? _____
5. What is the total number of lodging rooms available for event? _____
6. What is the total number of bathrooms & bathroom stalls available for event spaces? _____
7. What percentage is applied for surcharges and what does it apply to? _____

Bidder Business Name: _____ Date: _____

QUESTIONNAIRE (Continued)

8. Will you be providing all meeting space for the event or only an isolated portion of meeting space (per section **4.1 CONFERENCE, ROOM & BANQUET RENTALS**)?

9. If not providing all meeting spaces for the event, will you comply with section 4.1 parts (a) and (b)? If known at the time of bidding, who is scheduled to use the remaining space?

10. Will you confirm per **4.2 GENERAL FOOD REQUIREMENTS** venue can accommodate alternative meal options including but not limited to Halal and Kosher?

11. Does venue provide Ground Transportation Services per **4.4 PARKING AND TRANSPORTATION**? If so, please provide detailed information.

12. What are the standard and late check-out times per section **4.5.1 LODGING CHECK-OUT**? (Include latest checkout time without charge)

13. Will you confirm your organization will abide by the Safety and Security Requirements per Section **4.7 SAFETY AND SECURITY**?

Signature: _____ Date: _____