



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

**ATTACHMENT 2
Conference Checklist and 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 maximum capacity of event spaces? _____
2. Will the venue be providing all meeting spaces for event or isolated portion of meeting space? _____
3. For security purposes, if set apart contiguous portion is provided, who will be taking other meeting space? _____
4. Who is your in-house AV provider? _____
5. What is guaranteed set-up time? _____
6. Is there on-site parking? If so, what is total number of spaces available? _____
7. What is total number of lodging rooms available for event? _____
8. What is total number of bathrooms & bathroom stalls available for event spaces? _____

Bidder Business Name: _____

Date: _____

QUESTIONNAIRE (Continued)

9. What percentage is applied for surcharges and what does it apply to? _____

10. What is turnaround time per **4.1 CONFERENCE, ROOM & BANQUET RENTALS**, if applicable? _____

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

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?** _____

Bidder Business Name: _____

Date: _____

CHECKLIST

Please include all necessary documentation with your RFQ response

- All Forms per **3.6 FORMS, REGISTRATIONS AND CERTIFICATIONS**
- Judiciary Price Sheet
- Conference Checklist and Questionnaire
- Space Plan and Capacity Charts
- Standard Menu Offerings
- Standard AV Pricelist

Signature: _____

Date: _____