|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Booking Requirements  Website | | | | | | |
| **Event** |  | | |  | **Date** |  |
| **Room/Office/s** | |  | 101 102 104  106  108  109 110 113 117 118 KITCHEN **OUTDOOR SPACE**  DATE/S: FROM: TO: | | | |

|  |  |  |
| --- | --- | --- |
| **Arrival Time:** | **Event Start and Finish:** | **Departure Time:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CONTACT INFO: |  |  |  |  |
|  |  | *Name* |  | *Organization* |
|  | |  |  |  |
|  |  | *Email Address:* |
|  | **Not for Profit: Yes  NFP#\_\_\_\_\_\_\_\_\_ No** | |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CATERING: | *Arrival* | *Caterer/FoodSafe Holder’s Name* |  | ***Liquor*** | |
|  |  |  | **Licensed Event** |
|  | *Departure* | *Caterer Contact Information* |  | **Serving It Right** |
|  |  |  |  | **Liability Insurance** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COFFEE SERVICE: | ***Number of People*** | ***Muffins/Pastries/Fruit:*** | | ***Water:*** |
|  |  | |  |
|  | ***AM Break Time(s):*** | | ***PM Break Time(s):*** | |
|  | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Audio Visual** | | |  |  | **Seaside Equipment** |  |  | **Office** | | |
|  | | **TV/DVD** | **$25.00** |  |  | **Risers** | **$20.00** |  |  | **Photocopies** | **$0.25/page** |
|  | | **LCD Projector** | **$50.00** |  |  | **Ceiling Projector & Screen** | **$50.00** |  |  | **Fax Documents** | **$0.30/page** |
|  | | **Screen** | **N/C** |  |  | **Portable Sound System** | **$50.00** |  |  |  |  |
|  | | **Laptop** | **$30.00** |  |  | **Sound System (\*Tech)** |  |  |  |  |  |
|  | | **Audio connection** | **N/C** |  |  | **Light System** |  |  |  |  |  |
|  | | **Corded Mic** | **$20.00** |  |  | **Pipe & Drape (30 ft)** | **$100.00** |  |  |  |  |
|  | | **Lapel/Cordless Mic** | **$30.00** |  |  | **Ceiling Fabric (Tulle)** | **$300.00** |  |  |  |  |
|  | | **Headset** | **$30.00** |  |  | **Catering** |  |  | **Sound Technician** | | |
|  | | **Portable Speakers** | **$10.00** |  |  | **Coffee Cambros** | **$9.00** |  |  | **Hourly** | **$35.00** |
|  | | **Podium/Lectern** | **N/C** |  |  | **Wine Glass** | **$0.40** |  |  | **Daily** | **$260.00** |
|  | | **Flip Chart with Easel** | **$10.00** |  |  | **Water Glass** | **$0.50** |  |  |  |  |
|  | | **Dry Erase Board** | **$8.00** |  |  | **Coffee Cup** | **$0.45** |  | **TIME** | **FROM:** |  |
|  | | **Extension Chord** | **N/C** |  |  | **Cocktail Tables** | **$20.00** |  |  | **TO:** |  |
|  | | **Power Bar** | **N/C** |  |  | **Tablecloths** | **$8.00** |  |
|  | | **Internet Access** | **N/C** |  |  | **Table Skirts** | **$10.00** |  |
|  | |  |  |  |  | **Fabric Napkins** | **$0.40** |  |
|  | |  |  |  |  |  |  |  |
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| Set-Up Styles | | **# of** | | |  | | |  | **DOING OWN SET UP** | | | |
|  | **Theatre Style (*Chairs Only*)** |  |  | **chairs** | |  |  | | | | | |
|  | **Workshop Style (*round tables & chairs facing front*)** |  |  | **chairs** | |  | **round tables** | | | **5’** | **6’** |  |
|  | **Banquet Style (*w/ Head Table of* \_\_\_\_\_\_\_\_)** |  |  | **chairs** | |  | **round tables** | | | **5’** | **6’** |  |
|  | **Classroom Style (*chairs facing front)*** |  |  | **chairs** | |  | **rec. tables** | | | **4’** | **6’** | **8’** |
|  | **Board Room Style (*Hollow Square, U- or T-Shape*)** |  |  | **chairs** | |  | **tables** | | | **4’** | **6’** | **8’** |

|  |  |
| --- | --- |
| **Other Set-Up Details** | **DIAGRAM ATTACHED Y N** |
| |  | | --- | | **Coffee Service - $2.00/person** | |  | |  | |  | |  | |  |

**Number of People**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CONTRACT** |  |  | **Booked By:** |  | **Confirmed By:** |
| **DEPOSIT** |  |  |  |  | **email  in person  phone** |
| **Estimate No.** | **Invoice No.:** |  | **Date:** |  | **DATE:** |
|  |  |  |  |  |  |