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| 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:**  |

|  |  |  |  |  |
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| CONTACT INFO: |  |   |  |   |
|  |  | *Name* |  | *Organization* |
|  |  |  |  |
|  |  | *Email Address:* |
|  | **Not for Profit: Yes** [ ]  **NFP#\_\_\_\_\_\_\_\_\_ No** [ ]  |
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| CATERING:  | *Arrival* | *Caterer/FoodSafe Holder’s Name* |  | ***Liquor***  |
|  |  |  | **Licensed Event** |
|  | *Departure* | *Caterer Contact Information* |  | **Serving It Right** |
|  |  |  |  | **Liability Insurance** |

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

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|  | **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’** |

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

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