

Event Information Rental Request

Date of Request: _____

Event Date: _____

Event Name: _____

Contact Name: _____ Contact Phone: _____

Email: _____

Contract shall be between the Alumni Center and (Company /Department/Private Individual's name)

Mailing Address:

Access Starts: _____ Access Ends: _____ Total hours (includes access times) _____

Event Start: _____ Event End: _____

Approximate Number of Attendees: _____

Room Rental:

- Whole Capital Room
- ½ Capital Room
- ¼ Room
- Patio (\$50 per hour, 4 hour minimum)
- Board Room
- Saturday (flat rate)
- Sunday (flat rate)

AV & Equipment Rental:

- Basic A/V Package (Podium and mics) (\$50)
- Standard A/V package (\$150 inclusive)
(Podium, mics, LCD, and screen)
- Projector screen **only** (\$30)
- Stage panels (up to 6) (\$50 each)
of panels _____
- Easels (# _____)(up to 10)(\$10 each)
- Dance Floor (\$250)
- Pipe & Drape (8'x20', black only) (\$50)

PARKING

- Guest will pay for own parking
- Client will pay for parking

Room Set up:

- Banquet Style
Guests seated at Round tables.
- Theatre Style
Chairs only (up to 365 chairs)
- Classroom Style
Seated at one side of a table, facing front
- Conference Style
 - U shape
 - Hollow square/rectangle

Other: _____

CATERING

- Preferred Caterer: _____
- Outside Caterer (\$500): _____
 - License/Insurance Received

Linen company _____
(Not provided by the Alumni Center)

Notes: