# Harper Alumni Center Event Rental Request

| Event Date: ___________________________ | Contact Name: ______________________ |
| Event Name: ___________________________ | Contact Phone: ______________________ |
| Email: __________________________________|__________________________________________|

Contract shall be between the Alumni Center and (Company/Organization)
________________________________________________________

Mailing Address:
________________________________________________________

Access Starts *(time needed to set-up, at least an hour required)*: __________ Access Ends: __________

Event Start-time: ___________________________ Event End-time: ___________________________

Total hours including access times ________ Number of Attendees: __________________________

## Room Rental:
- [ ] Whole Capital Room
- [ ] ½ Capital Room
- [ ] ¼ Room
- [ ] Patio ($50 per hour, 3 hour minimum)
- [ ] Board Room
- [ ] *Saturday* (8 hour usage flat rate)
- [ ] *Sunday* (8 hour usage flat rate)

## Room Set-up:
- [ ] Banquet Style* (300 Guests Max) *Guests seated at Round tables.*
- [ ] Theatre Style *Chairs only (up to 365 chairs)*
- [ ] Conference Style
  - [ ] U shape
  - [ ] Hollow square/rectangle
- [ ] Other: ________________________________

## PARKING
- [ ] Guest will pay for own parking
- [ ] Client will pay for parking

## AV & Equipment Rental:
- [ ] Built- In Screens and Projectors ($350)
  - [ ] Available for whole Capital Room only
- [ ] Wireless Microphone (#_____) ($50 each)
  - [ ] 2 hand-held & 2 Lavaliere available
- [ ] Portable A/V Package ($200)
  - [ ] Screen, LCD Projector, one mic & podium
- [ ] Built-In A/V Package ($400)
  - [ ] Screens (2) and Projectors (2), one mic & podium
- [ ] Basic A/V ($75) (Podium and one mic)
- [ ] Portable Screen Only (#_____) ($50 each)
  - [ ] 2 available
- [ ] Portable LCD Projector ($150)
- [ ] Laptop ($75)
- [ ] Dance Floor ($250)
- [ ] Stage panels (#_____) (up to 6)
- [ ] Pipe & Drape (8'x20', black only) ($50)

## ALCOHOL & INSURANCE
- [ ] Private Event
- [ ] Open to Public
- [ ] Alcohol complimentary
- [ ] For sale, client provides license
  - [ ] (ABC License Required)

## CATERING
- [ ] Preferred Caterer: _______________________
- [ ] Outside Caterer ($500 Fee): _______________________
- [ ] Linens provided by _______________________

## PAYMENT METHOD:
- [ ] Credit Card
- [ ] Check