

# Event Rental Order List

Authorized Contact Name: (male) \_\_\_\_\_ / ( female ) \_\_\_\_\_

Contact #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contract mail address (for deposit return) : \_\_\_\_\_

Date for Events: \_\_\_\_\_

Day of the week: \_\_\_\_\_

Times of Event: \_\_\_\_\_

Number of expected attendees: \_\_\_\_\_

Seating arrangements: \_\_\_\_\_ Hall(s) Requested:

## Hall(s) Requested:

A                       B                       C                       Multi

## Set ups

Banquet tables     Banquet chairs\*\*     Rectangle tables / foldable chairs\*

Stage                       Podium

## Coverings:

Chairs cover                      Table covers:                      Napkins                      Dishes

Spandex\*                       Cloth                       Cloth                       China

Polyester\*\*

Extra coverings:     Table runners                       Chair Ribbons

## Audio / Video:

Projector \_\_\_\_\_                       Microphone \_\_\_\_\_                       TV access \_\_\_\_\_

Food Requested: Banquet Style/ Table Servers

Drinks: Water/cold drinks/tea/coffee/food warmers/food Chaffers

## Staff Requested:

Servers                       Security                       Tech service

Child care place                       Babysitter