NVCPA

NEVADA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

Conference Center Rental Event Order

Group Name: _____   Event Date: _____

Contact: _____   Time: _____

Address: _____   Room: _____

_____   Room Rate: _____

Phone: _____   Expected Attendance: _____

Email: _____   Set Up: _____

Rental Rates:

Members: (Includes full AV Package and wifi)

☐ 0-4 hours without food	free	☐ 2-4 hours with food	$100 cleaning fee *plus food/bev.*
☐ 4+ hours without food	$50 cleaning fee	☐ 4-8 hours with food	$150 cleaning fee *plus food/bev.*
☐ 0-2 hours with food	$50 cleaning fee *plus food/bev.*		

Non-Members:

☐ 0-4 hours	$150	☐ 4-8 hours	$300

Catering:

Coffee/Tea/Water/Soda

☐ 0-10 People $30	☐ 11-20 People $45	☐ 21-30 People $60

Meals

☐ Continental Breakfast	$10 per person
☐ Hot Breakfast	$17 per person
☐ Box Lunch	$20 per person
☐ Hot Lunch	*Prices will vary*

Snack Breaks

☐ Cookie/Brownie Break	$7 per person
☐ Ice Cream Break	$5 per person
☐ Popcorn/Candy Break	$5 per person

Other:

☐ Name Tags W/Logo	$1.00 per person	☐ AV (projector & Screen)	Included
☐ Flip Chart w/Markers	$40	☐ Wifi	$40
☐ Conference Call-In Number	$25	☐ Full AV Package *(projector, Screen, use of laptop)*	$15
☐ Use of Conference Phone	Free		