

## 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)

- |   |                                      |  |                                       |
|---|--------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> 0-4 hours without food | free                                 | <input type="checkbox"/> 2-4 hours with food | \$100 cleaning fee<br>*plus food/bev. |
| <input type="checkbox"/> 4+ hours without food  | \$50 cleaning fee                    | <input type="checkbox"/> 4-8 hours with food | \$150 cleaning fee<br>*plus food/bev. |
| <input type="checkbox"/> 0-2 hours with food    | \$50 cleaning fee<br>*plus food/bev. |  |                                       |

**Non-Members:**

- |                                    |       |                                    |       |
|------------------------------------|-------|------------------------------------|-------|
| <input type="checkbox"/> 0-4 hours | \$150 | <input type="checkbox"/> 4-8 hours | \$300 |
|------------------------------------|-------|------------------------------------|-------|

### Catering:

**Coffee/Tea/Water/Soda**

- |                                      |      |                                       |      |                                       |      |
|--------------------------------------|------|---------------------------------------|------|---------------------------------------|------|
| <input type="checkbox"/> 0-10 People | \$30 | <input type="checkbox"/> 11-20 People | \$45 | <input type="checkbox"/> 21-30 People | \$60 |
|--------------------------------------|------|---------------------------------------|------|---------------------------------------|------|

**Meals**

- |  |                   |
|--|-------------------|
| <input type="checkbox"/> Continental Breakfast | \$12 per person   |
| <input type="checkbox"/> Hot Breakfast         | \$22 per person   |
| <input type="checkbox"/> Box Lunch             | \$26 per person   |
| <input type="checkbox"/> Hot Lunch             | *Prices will vary |

**Snack Breaks**

- |   |                |
|---|----------------|
| <input type="checkbox"/> Cookie/Brownie Break | \$7 per person |
| <input type="checkbox"/> Ice Cream Break      | \$6 per person |
| <input type="checkbox"/> Popcorn/Candy Break  | \$6 per person |

### Other:

- |  |                   |  |  |
|--|-------------------|--|--|
| <input type="checkbox"/> Name Tags W/Logo          | \$1.00 per person | <input type="checkbox"/> AV (projector & Screen) | Included                                   |
| <input type="checkbox"/> Flip Chart w/Markers      | \$40              | <input type="checkbox"/> Wifi                    | \$40                                       |
| <input type="checkbox"/> Conference Call-In Number | \$25              | <input type="checkbox"/> Full AV Package         | \$15<br>(projector, Screen, use of laptop) |
| <input type="checkbox"/> Use of Conference Phone   | Free              |  |  |