



## Service Agreement

Client Name: \_\_\_\_\_ Client Phone #: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Start/Stop Time: \_\_\_\_\_

Event Name: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Rooms Rented: \_\_\_\_\_

AVAILABLE EQUIPMENT	Yes	No	Fees	Comments
# of Tables	<input type="checkbox"/>	<input type="checkbox"/>	No Charge	Rounds Square Rectangular
Podium With Microphone	<input type="checkbox"/>	<input type="checkbox"/>	No Charge	
Projector with Screen	<input type="checkbox"/>	<input type="checkbox"/>	\$250	
Wireless or Lapel Microphone	<input type="checkbox"/>	<input type="checkbox"/>	\$75	
Screens	<input type="checkbox"/>	<input type="checkbox"/>	\$25 each	
Linens – Tables Cloths	<input type="checkbox"/>	<input type="checkbox"/>	\$15 each	
Linens- Chair Covers	<input type="checkbox"/>	<input type="checkbox"/>	\$5 each	
Linens - Napkins	<input type="checkbox"/>	<input type="checkbox"/>	\$2 each	
White Garden Chairs	<input type="checkbox"/>	<input type="checkbox"/>	\$2 each	
Laptop	<input type="checkbox"/>	<input type="checkbox"/>	\$50	
DVD	<input type="checkbox"/>	<input type="checkbox"/>	\$50	
White Board with Markers	<input type="checkbox"/>	<input type="checkbox"/>	\$25	

<b>CATERING INFORMATION</b>	<b>Yes</b>	<b>No</b>	<b>Fee</b>	<b>Comments</b>
Menu Selection	<input type="checkbox"/>	<input type="checkbox"/>		
Wait Staff Charge: \$150 per 50 (disposable) Per 20 (china)	<input type="checkbox"/>	<input type="checkbox"/>		
<b>BEVERAGE INFORMATION</b>	<b>Yes</b>	<b>No</b>	<b>Fee</b>	<b>Comments</b>
Cash Bar Set Up Fee	<input type="checkbox"/>	<input type="checkbox"/>	\$150	
Bartender	<input type="checkbox"/>	<input type="checkbox"/>	\$90 hr (3 Hours)	
<b>SUMMARY OF CHARGES</b>				
Room Rental Charges	<input type="checkbox"/>	<input type="checkbox"/>		
Catering Charges	<input type="checkbox"/>	<input type="checkbox"/>		
Total Other Charges	<input type="checkbox"/>	<input type="checkbox"/>		
Service Charge: 10% Annual Members 18 % Non-members	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Total Estimated Charges</b>				

Special Instructions:

Client understands and acknowledges by signature below, that the items requested above are not a part of the normal room rental and agrees to pay for each item as a separate service.

Client Printed Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_