

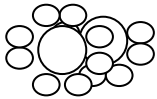
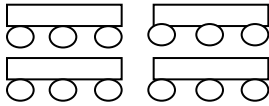
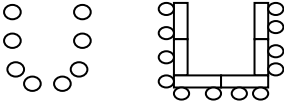
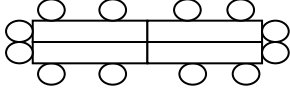
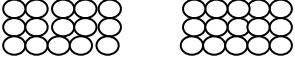
Event Name: _____

Booking #: _____



Special Event Planning Guide

Guest Seating

| | | |
|---|--|---|
| <p><input type="checkbox"/> Round tables</p> <ul style="list-style-type: none">○ 10 chairs/table○ 8 chairs/table○ 6 chairs/table (half-round)  | <p><input type="checkbox"/> Classroom Style (Tables are rented in, extra charges will apply)</p>  | <p><input type="checkbox"/> U-shape</p> <ul style="list-style-type: none">○ Chairs only○ Tables and chairs <p>(Tables are rented in, extra charges will apply)</p>  |
| <p><input type="checkbox"/> Boardroom (Tables are rented in, extra charges will apply)</p>  | <p><input type="checkbox"/> Lecture Style</p>  | <p><input type="checkbox"/> No seating</p> |
| <p><input type="checkbox"/> Other (provide a rough sketch)</p> <p style="text-align: center;">Built in Screen</p> <p style="text-align: center;">319</p> | | |

Main Doors to CIBC Hall

Event Name: _____

Booking #: _____

Catering Tables

MUSC will provide 2 x 6ft tables per 1/3rd section of CIBC Hall at no charge.

Extra tables will be rented in for certain buffet layouts and extra charges will apply.

\$12 per table plus tax and a Delivery Fee of \$60 plus tax.

Paradise Catering will provide linens on your buffet tables. *(Please arrange directly with them)*

Please circle your Catering Food and Beverage Setup

| | | | |
|----------------------|--------------------|----------------------|----------------------|
| <i>Buffet Setup</i> | <i>Plated Meal</i> | <i>China Service</i> | <i>Paper Service</i> |
| <i>Food Stations</i> | <i>Bar</i> | <i>Punch Station</i> | <i>Custom Setup</i> |

Banquet Round Tables

(NOTE: If you are selecting China Service, Paradise Catering will provide the linens for your rounds. Please arrange your linen preferences directly with them.)

Please circle your linen preference:

Black Linen \$6.00 each *White Linen \$6.00 each*

Specialty Linen: colours, patterns, sizes and price varies

Registration Tables

Please circle your table preference:

Plain 4ft \$12.00

Plain 6ft \$12.00

Plain 8ft \$12.00

How many tables: _____

How many chairs at each table: _____

Registration Table Location: *Inside Room* or *Outside Main Doors*

Please circle your linen preference:

Black Linen \$6.00

White Linen \$6.00

Specialty Linen: colours, patterns, sizes and price varies

Event Name: _____

Booking #: _____

Display Tables

Please circle your table preference:

Plain 4ft \$12.00

Plain 6ft \$12.00

Plain 8ft \$12.00

How many tables: _____

How many chairs at each table: _____

Display Table Location: *Lounge outside Hall* or *Custom setup inside Hall*

Please circle your linen preference:

Black Linen \$6.00

White Linen \$6.00

Specialty Linen: colours, patterns, sizes and price varies

Awards Tables

Please circle your table preference:

Plain 4ft \$12.00

Plain 6ft \$12.00

Plain 8ft \$12.00

How many tables: _____

How many chairs at each table: _____

Awards Table Location: *Lounge outside Hall* or *Custom setup inside Hall*

Please circle your linen preference:

Black Linen \$6.00

White Linen \$6.00

Specialty Linen: colours, patterns, sizes and price varies

Event Name: _____

Booking #: _____

Head Tables

Please circle your table preference:

Plain 4ft \$12.00

Plain 6ft \$12.00

Plain 8ft \$12.00

How many tables: _____

How many chairs at each table: _____

Please circle your linen preference:

Black Linen \$6.00

White Linen \$6.00

Specialty Linen: colours, patterns, sizes and price varies

Reception Cocktail Tables for CIBC Hall

(Delivery Fee: \$60.00 + tax)

Cocktail Tables \$18.00 each QTY: _____

Bar Stools \$12.00 each QTY: _____

Please circle your linen preference:

Black Linen \$7.36

White Linen \$7.36

Black Stretch Cover Linen \$15.00

Specialty Linen: colours, patterns, sizes and price varies

Other Event Items

Please circle your preference and fill in quantity:

Podium

Plain Burgundy Podium \$10.00

McMaster Logo, Light Wooden Podium \$20.00

Easel

Flipchart Stand with paper and markers \$12.00

QTY: _____

Event Name: _____

Booking #: _____

Brushed Aluminum Easel \$15.00 each
(Delivery Fee: \$60.00 + tax)

QTY: _____

Coat racks

3 MUSC Coat Racks are provided in CIBC Hall (No Cost)

Poster Boards

(Delivery Fee: \$60.00 + tax)

4ft x 8ft cloth boards \$70.00 each
Velcro Dots (500 per roll) \$50.00 per roll

QTY: _____

QTY: _____

Stanchions

(Delivery Fee: \$60.00 + tax)

Chrome Stanchion Posts \$15.00 each
Velour Red Rope, 8ft long \$7.50 each

QTY: _____

QTY: _____

Carpeted Riser

(Delivery Fee: \$60.00 + tax)

4ft x 8ft sections \$110.00 each

QTY: _____

Pipe and Drape

(Delivery Fee: \$60.00 + tax)

Draperies (12 ft high/1ft sections) \$6.00 per section

Please circle your colour preference:

Black

White

Draperies (8 ft high/1ft sections) \$3.00 per section

Please circle your colour preference:

Black

White

Blue

Burgundy

Hunter Green

Red

Pipe and Drape is also offered through MSU Av Tek. If you prefer to order your pipe and drape through them, please contact them directly: 905-525-9140 ext. 28835

Event Name: _____

Booking #: _____

Audio Visual Equipment CIBC Hall -provided by MUSC

(NOTE: We can only output 2 sound sources at once, if you need more, please contact AvTek to arrange)

AvTek: 905-525-9140 ext. 28835

PA system/portable speakers/wired microphone on stand \$75.00 **Yes** **No**

• Wireless Handheld Microphone \$ 40.00 **Yes** **No**

○ Location of extra mic: *Head Table or Audience*

Built in Projection Screen (10'6" x 14') No cost **Yes** **No**

**Only for Whole Hall or 2/3rds of hall or Room 319*

Portable Projection Screen (8' x 8') \$40.00 **Yes** **No**

Plain Av Cart with Extension Cord \$5.00 **Yes** **No**

LCD Projector (3000 Lumens), Av Cart, Extension Cord \$70.00 **Yes** **No**

LCD Projector sound - AVDI Box (requires the PA System) \$ 10.00 **Yes** **No**

LCD MAC Adaptor \$10.00 **Yes** **No**

MUSC AV Technician \$20.00 per hour **Yes** **No**

Start Time: _____ & End Time: _____

Extension Cords with 4 Outlets \$10.00 each **Yes** **No**

(5 are available in our inventory)

QTY: _____

MUSC Janitorial Services (Extra Staff for Events over 200ppl)

MUSC Cleaning Staff \$20.00 per hour **Yes** **No**

Start Time: _____ & End Time: _____

Event Name: _____

Booking #: _____

Changes can be made **up to a week before your event.** ****Client's Initials:** _____

Above prices do not include tax. Above prices are subject to change.

A confirmation sheet and diagram will be sent to you to confirm final event costs.