Event:________________________________________________________

Date:__________________   Day:__________   Time:__________________

Additional Rental Items:

___ Scoreboard ($25/day)  ___  Coffee Service ($3/person-10 person min.)
___ Portable Sound System ($100)  ___  Table & Chair Set-up ($40)
___ Portable Screen ($20)    (groups of 50+)
___ Stage ($10/piece) X #_____  ___  Floor Cover Set-up ($40)
___ Podium ($25)     ___  Illuminated Podium &/OR Scoretable ($25/day)
___ TV/DVD ($25/day)

# of chairs:_________   # of 5’ round tables:  __________
# of 8’ banquet tables: ________

Set Up Done:_______________   Date:______________  Time:______________

Staff Use Only