

CENTERPLACE REGIONAL EVENT CENTER BUSINESS/PRIVATE EVENT RENTAL FORM

CONTACT INFORMATION


CONTACT PERSON	PHONE	E-MAIL
NAME OF ORGANIZATION	MAILING ADDRESS	

EVENT INFORMATION

EVENT TO BE POSTED AS			ESTIMATED ATTENDANCE	EST. % OF OUT-OF-TOWN ATTENDEES	SPACE(S) REQUESTED <input type="checkbox"/> AUDITORIUM <input type="checkbox"/> EXECUTIVE CONFERENCE RM <input type="checkbox"/> SMALL MEETING ROOM <input type="checkbox"/> LARGE MEETING ROOM <input type="checkbox"/> GREAT ROOM <input type="checkbox"/> FIRESIDE LOUNGE <input type="checkbox"/> WEST LAWN PLAZA <input type="checkbox"/> NORTH MEADOW <input type="checkbox"/> MIRABEAU SPRINGS
EVENT DATE(S)	TOTAL RENTAL TIME <small>(Include time before and after for setup and cleanup)</small>		ACTUAL MEETING/EVENT TIME		
DATES	START TIME	END TIME	START TIME	END TIME	

PREFERRED ROOM SETUP

- ☐ Square
☐ Classroom
☐ U-Shape
☐ Theatre (Chairs only)
☐ 6 ft. Rounds
☐ Vendors Qty_____



A/V EQUIPMENT

Additional charges apply

- ☐
- Presentation System
-
- Includes (1) handheld and (1) lapel mic. Great Room only
-
- Qty_____handheld mics (4 available)
-
- Qty_____lapel mics (2 available)
-
- ☐
- LCD Projector
-
- ☐
- Flat Screen TV
-
- ☐
- Bluetooth Speaker with 2 handheld mics

FREE AMENITIES

- ☐
- A/V Cart
-
- ☐
- Projection Screen
-
- ☐
- Easel Qty_____ (4 total)
-
- ☐
- Extension Cord

ALCOHOL

- ☐
- Alcohol will be served
-
- CenterPlace In-House Caterer must provide/serve all alcohol inside facility

FOOD

- ☐
- CenterPlace In-House Caterer
-
- ☐
- Self-Catered (Sunday only)
-
- Additional charges apply
-
- ☐
- Table Linens Qty_____
-
- ☐
- Dishes/Linens (Additional fee)
-
- ☐
- Platinum Package
-
- Includes Linens, Dishes, and A/V (Additional fee)

How were you referred to CenterPlace? _____

SPECIAL NOTES