

Office use: EVENT: _____ Date of Event: _____ Deposit of \$ _____ Due : _____ : Deposit Received: _____
 Total Event Cost \$ _____ Due on or before date of event

Russell County Schools Auditorium / Natatorium Complex (ANC) Event Form

<u>Organization /Person Hosting Event:</u>	<u>Purpose of Event:</u>	<u>Name of Contact Person (s):</u>	<u>Work / Cell Phone Number:</u>	<u>Email address</u>
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CHECK THE Box in each column of the space you are requesting & complete column ****SPACE is RESERVED when Event Form has been completed and submitted**

<input type="checkbox"/> Conference Room / <u>RM 114</u> (capacity 150) \$35 per/hr	<input type="checkbox"/> Conference Rm/ <u>Upstairs</u> (capacity 50) \$25 per/hr	<input type="checkbox"/> Lobby / Foyer (capacity 350) \$45 per/hr	<input type="checkbox"/> Auditorium (capacity 740) \$175 per/hr	<input type="checkbox"/> Private Pool Event (capacity 400 seating) \$150 (2 hr minimum/1 guard) \$85 per additional hr
<ul style="list-style-type: none"> Event Date: _____ Arrival time of sponsor to set up: _____ Out of Building Time: _____ 	<ul style="list-style-type: none"> Event Date: _____ Arrival time of sponsor to set up: _____ Out of Building Time: _____ 	<ul style="list-style-type: none"> Event Date: _____ Arrival time of sponsor to set up: _____ Out of Building Time: _____ 	<ul style="list-style-type: none"> Event Date: _____ Arrival time of sponsor to set up: _____ Out of Building Time: _____ 	<ul style="list-style-type: none"> Event Date: _____ Arrival time of sponsor to set up: _____ Out of Building Time: _____
<p style="text-align: center;"><u>What do you need:</u></p> <ul style="list-style-type: none"> Round Tables: QTY: _____ (seats 6 per table) 8ft Rectangle Tables: Qty: _____ (seats 8 per table) Qty Chairs _____ DVD/Projector Yes No Podium Yes No Microphone Yes No 	<p style="text-align: center;"><u>What do you need:</u></p> <ul style="list-style-type: none"> Round Tables: QTY: _____ (seats 6 per table) 8ft Rectangle Tables: Qty: _____ (seats 8 per table) Qty Chairs _____ DVD/Projector Yes No Podium Yes No Microphone Yes No 	<p style="text-align: center;"><u>What do you need:</u></p> <ul style="list-style-type: none"> Round Tables: QTY: _____ (seats 6 per table) 8ft Rectangle Tables: Qty: _____ (seats 8 per table) Qty Chairs _____ DVD/Projector Yes No Podium Yes No Microphone Yes No 	<p style="text-align: center;"><u>What do you need:</u></p> <ul style="list-style-type: none"> Round Tables: QTY: _____ (seats 6 per table) 8ft Rectangle Tables: Qty: _____ (seats 8 per table) Qty Chairs _____ DVD/Projector Yes No Podium Yes No Microphone Yes No 	<p style="text-align: center;"><u>What do you need:</u></p> <p style="text-align: center;">Set up will be in lobby</p> <ul style="list-style-type: none"> Round Tables: QTY: _____(seats 8 per table) 8ft Rectangle Tables: Qty: _____ (seats 8)

• Contact person is responsible for removing all garbage prior to leaving. Dumpster located East side of building. Additional fee of \$75 will be added if garbage not removed.

Other Notes: