



Event Proposal

CCSD Training

4851-65-65-14913

Monday, April 06, 2026

Mary Ann
CC School District
PO Box 3033
Gillette, WY 82717

Dear Mary Ann,

Thank you for your interest in hosting your event, **CCSD Training**, at our venue! Please see the proposed spaces and additional services below:

VENUE RENTAL						
Date	Time	Room	Price	Subtotal	Discount	Total
4/6/2026	All Day	Energy Hall Conference Rooms	\$250.00	\$250.00	-\$0.00	\$250.00
4/6/2026	All Day	Gallery	\$175.00	\$175.00	-\$0.00	\$175.00
Subtotal						\$425.00
Rental Total						\$425.00

ITEM CHARGES						
Monday, 4/6/2026						
Event Equipment						
Item		Qty	Rate	Subtotal	Discount	Total
Chair- High Back Cushion	<i>Energy Hall</i>	144 Each	\$2.00 / Each	\$288.00	-\$288.00	\$0.00
Podium- Standing	<i>One in each room</i>	2 Each	\$6.00 / Each	\$12.00	-\$0.00	\$12.00
Table- 8' Skinny Rectangular		36 Each	\$6.50 / Each	\$234.00	-\$234.00	\$0.00
Subtotal						\$534.00
Less Discounts						-\$522.00
Event Equipment Total:						\$12.00

Tech/ A/V						
Item		Qty	Rate	Subtotal	Discount	Total
Aux Input/Sound Tie-In	<i>At each podium in each room, presenter to control with PowerPoint.</i>	2 Day x 1 Day	\$38.00 / Day	\$76.00	-\$0.00	\$76.00
Microphone Stand	<i>Podium: One in Gallery, One in EH Conference room.</i>	2 Each	\$0.00 / Each	\$0.00	-\$0.00	\$0.00
Microphone- Wireless (Handheld)		2 Each x 1 Day	\$40.00 / Day	\$80.00	-\$0.00	\$80.00
Projector- Small 6K Lumens per day	<i>One in each Gallery and EH conference room</i>	2 Each x 1 Day	\$100.00 / Day	\$200.00	-\$0.00	\$200.00
Screen- Small/Wide (8'w x 4'h)	<i>One in each Gallery and EH Conference Room</i>	2 Each x 1 Day	\$25.00 / Day	\$50.00	-\$0.00	\$50.00
Subtotal						\$406.00
Tech/ A/V Total:						\$406.00
Item Charges Total						\$418.00

EVENT SUMMARY			
Venue Rental Charges:			\$425.00
Item Charges:			\$940.00
Less Discounts			-\$522.00
	Chair Discount		-\$288.00
	Table Discount		-\$234.00
PROPOSAL TOTAL			\$843.00

LICENSEE:

By: Richard L. Danforth

Title: CCSD Special Programs Director

Date: March 11, 2026

CC School District

PO Box 3033

Gillette, WY 82717

3076898298

mmichael@ccsd.k12.wy.us