



Forsyth Conference Center
 at Lanier Technical College, Forsyth Campus
 3410 Ronald Reagan Blvd., Cumming, GA 30041
 Phone: 678-341-6633 / Fax: 678-989-3113
www.forsythconferencecenter.laniertech.edu

FORSYTH CONFERENCE CENTER STANDARD EVENT ORDER

_____ Date (Valid for 14 Days)

Contact Information

<p>Company/Group Name: _____ Address: _____ _____ _____ _____</p>	<p>Contact(s) Name: _____ Email: _____ Phone: _____ _____ _____</p>
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Event Information

Event Name: _____

Event Date and Hour: _____ **Attendance:** _____

THE FORSYTH CONFERENCE CENTER CLOSSES AT 12:00A.M. ALL EVENTS MUST BE FINISHED AT THIS TIME.
 No charge for use of foyer for registration purposes when renting other areas. If no other areas are rented, foyer fee will apply.
 On the weekend, smaller rooms are available for half-day and full-day rental when the center has "other events" booked for that day.
 Minimum Friday and Saturday rental is a third of the conference center. Minimum Sunday rental is half the conference center.

Room Setup

_____ Banquet Rounds	_____ Theater	_____ Custom/Drawing Attached
_____ Classroom	_____ U-Shape	_____ Decoration Time Needed

Use of Alcoholic Beverages

_____ **X** Yes _____ No

If yes, please initial you have received and reviewed the "Use of Alcoholic Beverages on Campus Guidelines". _____ Initial

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RESERVED SPACE				
Space Selection Location	Setup Style	Day Rate	Hourly Cost Total	Room Rate
				\$ -
				\$ -
				\$ -
				\$ -
			Total	\$ -
			Discount	\$ -
			Total Reserved Space	\$ -
ADDITIONAL SERVICES				
Technology Services				
	Unit Cost	UOM	Quantity	Total
Computer Display Package (data projector & 13x8 foot screen)	Complimentary	N/A	N/A	\$ -
Wireless Internet Access	Complimentary	N/A	N/A	\$ -
Basic Audio Package	Complimentary	N/A	N/A	\$ -
TV/VCR/DVD Package	\$ 125.00	PKG		\$ -
Wireless Microphone	\$ 50.00	EA		\$ -
42" Color TV	\$ 50.00	EA		\$ -
Video Teleconferencing (minimum 2 hours)	\$ 50.00	P/HR		\$ -
Live Stationary Video Feed (includes AV Technician)	\$ 50.00	P/HR		\$ -
Spotlights	\$ 50.00	EA		\$ -
Portable LCD Projector	\$ 100.00	EA		\$ -
Laptop Computer	\$ 75.00	EA		\$ -
Mobile Screens	\$ 75.00	EA		\$ -
Confidence Monitor (42" screen)	\$ 100.00	EA		\$ -
Power Drop for Laptops (8 plug ins)	\$ 25.00	EA		\$ -
Business Services				
	Unit Cost	UOM	Quantity	Total
Easel with Dry Erase Board (set of markers)	Complimentary	N/A	N/A	\$ -
Speakerphone	Complimentary	N/A	N/A	\$ -
Easel with Flip Chart (1 pad and set of markers)	\$ 30.00	EA		\$ -
B/W Photocopies (first 25 free)	\$ 0.10	EA		\$ -
Color Photocopies	\$ 0.40	EA		\$ -
Personnel Services				
	Unit Cost	UOM	Quantity	Total
AV Technician	\$ 40.00	P/Hour		\$ -
Additional Event Staff	\$ 18.00	P/Hour		\$ -
Licensed Bartender (<i>Customer pays Bartender directly</i>)	\$ 40.00	P/Hour		N/A
Security Officer (<i>Customer pays Officer directly</i>)	\$ 35.00	P/Hour		N/A
Catering Services				
*\$125 Minimum Catering Services Required				
	Unit Cost	UOM	Quantity	Total
Warming Kitchen		Hour		\$ -
Morning Break Service (assorted muffins, danishes, bagels & soda, coffee water)	\$ 6.00	P/Person		\$ -
Afternoon Break Service (sweet & salty snack w/beverage - soda, coffee, water)	\$ 6.00	P/Person		\$ -
Lunch Beverage Service (soda, coffee and water)				
In conjunction with both morning & afternoon break service.	\$ 3.00	P/Person		\$ -
Beverage Service (coffee, bottled water and soda)				
Half Day	\$ 3.00	P/Person		\$ -
Full Day	\$ 5.00	P/Person		\$ -
Set Up/Clean Up Fee for Service (includes staffing)	\$ 95.00			\$ -

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ADDITIONAL SERVICES Continued

Rental Services		Unit Cost	UOM	Quantity	Total
Table Service - Salt, Pepper and Sugar Packets (Complimentary with Dish Rental)		Complimentary	EA		\$ -
Place Setting Pieces:	10.5" Plate	\$ 0.75	EA		\$ -
	6.5" Bread Plate	\$ 0.75	EA		\$ -
	10 oz. Soup Bowl	\$ 0.75	EA		\$ -
	6" Saucer	\$ 0.75	EA		\$ -
	9" Salad plate	\$ 0.75	EA		\$ -
	Coffee/Tea Cup, Saucer	\$ 0.75	EA		\$ -
	Dessert Plate	\$ 0.75	EA		\$ -
	Lemon/Butter/Creamer Bowl	\$ 3.60	P/P		\$ -
6-Piece China Tableware Package		\$ 4.00	P/P		\$ -
Flatware Pieces:	Dinner and Salad Fork	\$ 0.75	EA		\$ -
	Knife	\$ 0.75	EA		\$ -
	Spoon	\$ 0.75	EA		\$ -
	Soup Spoon	\$ 0.75	EA		\$ -
	Steak Knife	\$ 2.70	P/P		\$ -
Glassware Pieces:	Water	\$ 0.75	EA		\$ -
	Ice Tea	\$ 0.75	EA		\$ -
	Wine	\$ 1.35	P/P		\$ -
Water/Ice Tea Pitchers		\$ 3.00	EA		\$ -
Coffee Urn:	3 - Gallon w/sterno	\$ 40.00	EA		\$ -
	4 - Gallon w/sterno	\$ 40.00	EA		\$ -
Café Tables (adjustable height)		\$ 10.00	EA		\$ -
Centerpiece (hurricane/mirror base/LED ivory candle)		\$ 3.00	EA		\$ -
House Linen - Banquet, buffet/registration tables only		Complimentary	EA		\$ -
Linen:	Additional	\$ 10.00	EA		\$ -
	Standard Napkins - Black or White	\$ 0.30	EA		\$ -
	Standard Napkins - Color	TBD	EA		\$ -
	Specialty	TBD	EA		\$ -
Staging w/ dark backdrop, skirt, steps (6'x8' sections up to 12)		\$ 50.00	P/Section		\$ -
Dance Floor:	12' x 12' (60 guests)	\$ 250.00	EA		\$ -
	16' x 16' (100 guests)	\$ 350.00	EA		\$ -
	24' x 24' (250 guests)	\$ 450.00	EA		\$ -
Total Additional Services					\$ -

EVENT LEASE TOTAL and ACCEPTANCE

I have received a copy of the Forsyth Conference Center Guidelines and the Use of Alcoholic Beverages on Campus Guidelines. I have read these guidelines and clarified any items I do not understand. By signing the Event Order below, I agree to abide by the Forsyth Conference Center Guidelines and the Use of Alcoholic Beverages on Campus Guidelines.

RESERVED SPACE	\$ -
ADDITIONAL SERVICES	\$ -
	\$ -
TOTAL LEASE RATE	\$ -
DEPOSIT	\$ -

Company/Group Representative Signature Date

Sara Harrison, Conference Center Director Date