



AFEC RESERVATION REQUEST SUMMARY FORM

CLIENTS/HOST NAME: _____ EVENT TYPE: _____

EVENT NAME: _____ EVENT DATE: _____

CONTRACT TIME SETUP FOR CLIENT: _____ AM PM (AN HOUR PRE AND POST EVENT)

EVENT START TIME: _____ END TIME: _____ Ballroom allocated: _____

Room rental includes the following resources:

- 72" Round tables and chairs - Number of tables based on diagram ___ Number of chairs ___
- 8 foot tables for food table, gift table, head table and registration table. Number of 8 ft. tables ___
- One time tables and chairs setup and breakdown
- Housekeeping for bathrooms cleanup (only)

All tables and registration tables must be cover with linens for all events. (Paper or plastic cloths is not permitted)

Client is responsible for table clothes /decoration. (Rentals is available through preferred caterers or Happy Rentz)

AUDIO AND VISUAL AND ALL OTHER RESOURCES ARE NOT PROVIDED BY AFEC UNLESS IS REQUESTED AND PAID FOR BY CLIENT.

ADDITIONAL RESOURCES RENTAL FROM AFEC (PLEASE SELECT)

Additional time requested for ballroom ___ Yes or No ___

Mic with Podium requested ___ Yes or No ___

Projector with LCD Screen requested ___ Yes or No ___ Quantity ___

Lobby LED Screens requested ___ Yes or No ___

Laptop ___ VGA/HDMI Cord ___ Wireless Pointer ___ requested ___ Yes or No ___ Quantity ___

AV Technical Setup & Breakdown requested Yes ___ No ___

(AV Technical Support during event ___ Yes No ___

PLEASE PROVIDE INFORMATION FOR VENDORS RENDERING SERVICES FOR YOUR EVENT

Caterer: _____ Tel: _____ Email: _____

Lighting/Production: _____ Tel: _____ Email: _____

Linen Rental: _____ Tel: _____ Email: _____

Cake: _____ Tel: _____ Email: _____

Florist: _____ Tel: _____ Email: _____

DJ/Band: _____ Tel _____ Email: _____

STAFF ON DUTY:

Staff will be available an hour prior to event time allocated to client's event to give access to the facility.

Please sign and send the form back to us after completion

(PLEASE SUBMMIT YOUR PROGRAM/AGENDA DRAFT OR COMPLETEDPROGRAM AT THE TIME OF SUBMITTING THIS FORM)

Signature: _____ Date: _____