

## Tech Park Center - Hall Rental Form

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Secondary Ph: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Est # of Guests: \_\_\_\_\_

If alcohol is served, an HPD officer will need to be scheduled. The officer fee is **\$260**, and will need to be paid IN CASH directly to the officer at the time of the event. Will you be needing an officer? **Yes / No**

Please check Calendar on our website BEFORE requesting:

|            | Date | Day (8am-230pm) | Evening (3:30pm 10pm) |
|------------|------|-----------------|-----------------------|
| 1st Choice |      |                 |                       |
| 2nd Choice |      |                 |                       |

Ala Carte Menu - please visit our website for pictures and details of items.

\_\_\_\_\_ Sound System (w/Setu-up) - \$150

\_\_\_\_\_ Wooden Backdrop - \$150

\_\_\_\_\_ Projector/Screen - \$ 75

\_\_\_\_\_ (6) PAR Lights - \$50

\_\_\_\_\_ LED BAR - \$50

(For OFFICE use only)

Balance: \_\_\_\_\_ (Rental+Ala Carte)

HPD: Yes / No

HPD Reserved: \_\_\_\_\_

HPD Confirmed: \_\_\_\_\_

Date Confirmed \_\_\_\_\_

\$250 Refundable Deposit RCVD \_\_\_\_\_

Confirmation Sent \_\_\_\_\_

Balance Received: \_\_\_\_\_

Added to site \_\_\_\_\_

REFUND PROCESSED: \_\_\_\_\_