

Tech Park Center - REQUEST Form

Please submit with a completed - TPC Rental Agreement 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 Website Calendar: _____ REFUND PROCESSED: _____