

MEETING ROOM FEE CHECKLIST

DATE: _____

DATE DUE: 30 DAYS FROM CURRENT DATE

Send Invoice to: _____ _____ _____	Event Date: _____ Event Time: (start): _____ (end): _____ Contact Person: _____ Phone Number: _____
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Fees and Charges:

<u>Description</u>	<u>(Flat rate)</u>	<u>Total Amount</u>
<input type="checkbox"/> Non-standard Furniture Set-up	\$25.00 Flat Fee	_____
<input type="checkbox"/> Custodial Services, Light Refreshments: (i.e., coffee and pastries)	\$25.00 Flat Fee	_____
<input type="checkbox"/> Custodial Services, Refreshments: (i.e., reception finger foods, box lunches, pot-luck dinners)	\$100.00 Flat Fee	_____
<input type="checkbox"/> VHS/VCR Monitor/Technician	\$30.00 Flat Fee	_____
<input type="checkbox"/> Microphone	\$30.00 Flat Fee	_____
<input type="checkbox"/> Slide, VCR, Overhead projection (including screen)	\$30.00 Flat Fee (per/hr in Koret Auditorium)	_____
	<u>(Per/Hour)</u>	<u>(Total Hours)</u>
<input type="checkbox"/> Video/Film Projector/Projectionist	\$30.00 Per/Hour	_____
<input type="checkbox"/> Multiple Microphone Set-up/Mixing	\$30.00 Per/Hour	_____
<input type="checkbox"/> Web Site patch, Powerpoint presentations	\$30.00 Per/Hour	_____
<input type="checkbox"/> Audio Duplication/Technician	\$30.00 Per/Hour	_____
<input type="checkbox"/> Engineer 'Fire Watch' fee	\$30.00 Per/Hour	_____
<input type="checkbox"/> (Other Services) _____		_____
(specify)		

Prepared by: _____ Extension _____

TOTAL DUE: _____