

DESIRED LOCATION

- ☐ DEKALB CONFERENCE CENTER: 495 North Indian Creek Drive, Clarkston, GA 30021
- ☐ NEWTON CONFERENCE CENTER: 8100 Bob Williams Parkway, Covington, GA 30014

CUSTOMER INFORMATION

PRIMARY CONTACT NAME: _____

COMPANY/ORGANIZATION NAME (IF APPLICABLE): _____

STREET ADDRESS: _____

CITY: _____ STATE: _____

ZIP CODE: _____ PHONE NUMBER: _____

EMAIL: _____

SECONDARY CONTACT NAME (OPTIONAL): _____

SECONDARY PHONE NUMBER (OPTIONAL): _____

SECONDARY E-MAIL (OPTIONAL): _____

EVENT DETAILS

EVENT DATE(S): _____ EXPECTED ATTENDEE #¹: _____

NAME OF EVENT: _____

TYPE OF EVENT: _____

WHAT TIME WOULD YOU LIKE TO ENTER THE BUILDING? _____

EVENT START TIME: _____ EVENT END TIME: _____

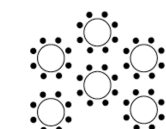
CUSTOMER'S TIME OF DEPARTURE: _____

TOTAL RESERVATION HOURS²: _____

1. Events exceeding 225 guests may incur an additional deposit

2. Your "Total Reservation Hours" is the duration of time from the time you enter the building until the time that you leave the building. Please take into consideration the amount of time that you would need for activities such as decorating, setting up catering, seating guests, and the time after your event needed for clean-up.

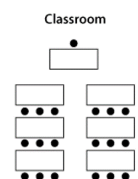
EVENT SETUP



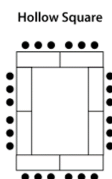
BANQUET STYLE

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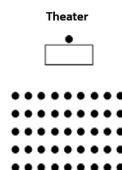

BOARDROOM

☐


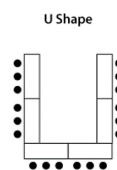
CLASSROOM

☐


HOLLOW SQUARE

☐


THEATER

☐


U-SHAPE

☐


OTHER/CUSTOM
PROVIDE
INSTRUCTIONS
OR ATTACH
FLOORPLAN ☐

CATERING INFORMATION

WILL YOU BE SERVING FOOD?

If you answered "yes", do you plan to use one of our approved caterers? If not, please complete this [FORM](#) for review.

NOTE: Please click [HERE](#) for a list of caterers approved for the Conference Centers.

ALCOHOL INFORMATION

WILL YOU BE SERVING ALCOHOL?

NOTE: Events with alcohol must follow [SECTION VIII OF THE GPTC RENTAL AGREEMENT](#), including hiring a licensed bartender and at least one GPTC police officer; events with 200+ guests require two or more on-duty officers.

MUSIC INFORMATION

IF YOU WILL HAVE MUSIC AT YOUR EVENT, PLEASE INDICATE HOW THE MUSIC WILL BE PLAYED:

Live musicians, band, or performers DJ CD, playlist, or streaming

AUDIO/VISUAL EQUIPMENT & SUPPORT

A/V SERVICES AND EQUIPMENT MAY BE ADDED TO YOUR RESERVATION. SOME ITEMS REQUIRE ADDITIONAL FEES. PLEASE INDICATE IF YOU NEED ANY OF THE FOLLOWING:

Projector/screen (2 hours included with your reservation at no charge. Additional time charged at \$50/hr)
Dedicated A/V Technician (\$50/hr, 5-hour min.) Microphone Podium
Teleconferencing capabilities ³ Wireless presentation remote (\$20)

TABLE LINEN & DECOR

PLEASE INDICATE IF YOU NEED ANY OF THE FOLLOWING:

Round table cloth (\$15 ea. / Beige only) | Qty. Rectangular table cloth (\$15 ea. / Beige only) | Qty.

OTHER ITEMS & SERVICES

PLEASE INDICATE IF YOU NEED ANY OF THE FOLLOWING:

DeKalb | Stage (\$50 per 6'x8' piece, up to four pieces) | Qty. Newton | Stage (Unmovable)
Dance floor (\$200 / DeKalb only) Grand Piano (\$150 / DeKalb only)

ADDITIONAL INFORMATION CONCERNING YOUR EVENT

Thank you for submitting your request. Please allow up to five business days for processing.

PLEASE NOTE: This form is non-binding. Your reservation is not confirmed until any required deposits have been paid, the Facilities Rental Agreement has been signed and returned, and you have received an electronic confirmation.

3. A/V Technician required

SUBMIT

PRINT

CLEAR



2 THE RESCUE CATERING

Khadijah Correa

404.408.2624

<https://www.2therescuecatering.com>

2therescuecatering@gmail.com

ARTISTIC SOUL CATERING

Antoine Artis

404.983.0210

<https://www.artisticsoulcatering.com>

owner@artisticsoulcatering.com

BOYD'S ALL OCCASIONS EVENTS

DBA: Boyd's Catering

Ms. Gwen Boyd

678.362.4962

boydsalloccasionevents@gmail.com

gwenboyd@gmail.com

HOLIDAYS CATERING & EVENT PLANNING

Lisa Peters Evans

678.696.1863

<https://holidayseventcenter.com/>

holidaysevents@yahoo.com

MARLOW'S TAVERN

Latoya Thomas

470.294.28518

<https://www.marlowscatering.com>

latoya.thomas@metzcorp.com

SILVERSPOON CATERING & EVENT PLANNING

Jacqueline Roberson

404.808.8166

<https://www.silverspooncateringatl.com>

silverspoonatl@gmail.com

CONTACT

CONFERENCECENTERS@GPTC.EDU

(404) 297-9522, EXT. 5014

[HTTPS://WWW.GPTC.EDU](https://www.gptc.edu)