



RESERVATION REQUEST FORM

CONFERENCE & SPECIAL EVENTS VENUES

Thank you for your interest in hosting your event at Georgia Piedmont Technical College. Please complete this request form so that we can understand your needs and develop a proposal for you.

- 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 Phone Number 2 (optional)

E-mail

Secondary Contact Name (optional)

Secondary Phone Number Secondary Phone Number 2

Secondary E-mail

EVENT INFORMATION

Event Date Expected Amount of Attendees *Note: Events with over 225 attendees may require an additional deposit*

Name of Event Type of Event

Event set-up time AM PM Event start time AM PM

Event end time AM PM Event breakdown time AM PM

Total Reservation Hours

Your **"Total Reservation Hours"** is the duration of time from your Event set-up time to your Event breakdown time listed above. 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.

SETUP INFORMATION

 Banquet Style (rounds)	 Boardroom	 Classroom	 Hollow Square	 Theater	 U Shape	 ?
<input type="radio"/> Banquet	<input type="radio"/> Boardroom	<input type="radio"/> Classroom	<input type="radio"/> Hollow Sq.	<input type="radio"/> Theater	<input type="radio"/> U Shape	<input type="radio"/> Other/Custom

CATERING INFORMATION

Will you be serving food?

If you answered "yes", do you plan to use one of our approved caterers?

NOTE: Use of an unapproved caterer will incur an additional \$150 fee. Please ask conference center staff for a list of approved caterers.

ALCOHOL INFORMATION

Will you be serving alcohol?

NOTE: Events with alcohol must follow all guidelines found in Section VIII of the GPTC Conference and Meeting Facilities Rental Agreement including having a licenced bar tender and paying for a GPTC Police Officer.

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 or playlist

AUDIO/VISUAL EQUIPMENT AND 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 and screen (2 hours included with your reservation at no charge. Additional time charged at \$50/hr.)
- Laptop
- Podium
- Microphone
- Wireless presentation remote
- Teleconferencing
- Specialty lighting
- Line Out (\$50)
- Dedicated A/V Technician (\$250)

TABLE LINEN AND DECOR

Please indicate if you need any of the following:

- Table skirts --Qty. _____
- Round table cloth (\$10-15 ea.) --Qty. _____
- Rectangular table cloth (\$10-15 ea.) --Qty. _____
- Centerpiece (\$10 ea.) --Qty. _____

OTHER ITEMS AND SERVICES

Please indicate if you need any of the following:

- Power strip/extension cord (\$5 ea.) --Qty. _____
- Easel (1 at no charge; \$5 ea. additional) --Qty. _____
- Flip chart/dry erase board (\$5 ea.) --Qty. _____
- Dance Floor (\$200)
- Stage (\$50 per 6'x8' piece, up to four pieces) --Qty. _____
- Grand piano (\$150)

Thank you for submitting your request. Please allow up to five business days for processing. Note that this request form is non-binding, and your reservation *is not* confirmed until you have a paid any applicable deposits, signed and returned the Facilities Rental Agreement, and received electronic confirmation of your reservation.