

GPTC CONFERENCE CENTERS

RESERVATION REQUEST FORM

CONFERENCE & SPECIAL EVENTS

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 event needs and develop a formal 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(s)

Expected Amount of Attendees*

*Events with over 225 attendees may require an additional deposit

Name of Event

Type of Event

What time would you like to enter the building?

Event start time

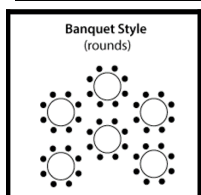
Event end time

What time will you and your guests leave the building?

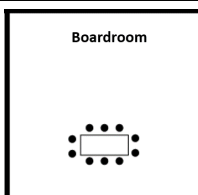
Total Reservation Hours

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.

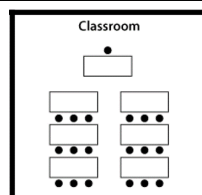
SETUP INFORMATION



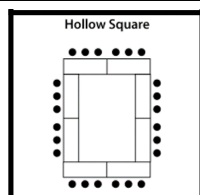
Banquet



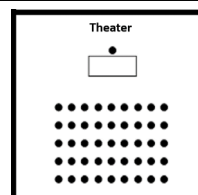
Boardroom



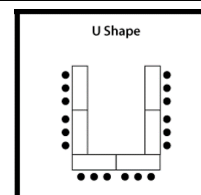
Classroom



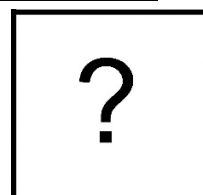
Hollow Sq.



Theater



U Shape



Other/Custom

CATERING INFORMATION

Will you be serving food?

If you answered "yes", do you plan to use one of our approved caterers (applicable at the DeKalb Conference Center only)?

NOTE: Use of an unapproved caterer at the DeKalb Conference Center will incur an additional \$150 fee. [Please click here for a list of DeKalb Conference Center approved caterers.](#)

ALCOHOL INFORMATION

Will you be serving alcohol?

NOTE: Events with alcohol must follow all policies found in [Section VIII of the GPTC Conference and Meeting Facilities Rental Agreement](#) including having a licensed bartender and paying for at least one 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, 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.)

Laptop

Podium

Microphone

Teleconferencing capabilities

Specialty lighting

Dedicated A/V Technician (\$250)

Wireless presentation remote

TABLE LINEN & DECOR (AVAILABLE ONLY AT THE DEKALB CONFERENCE CENTER)

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 & SERVICES (AVAILABLE ONLY AT THE DEKALB CONFERENCE CENTER)

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.

Stage (\$50 per 6'x8' piece, up to four pieces) --Qty.

Dance Floor (\$200)

Grand Piano (\$150)

ADDITIONAL INFORMATION CONCERNING YOUR EVENT

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.