









EQUIPMENT REQUEST FORM

Studio C

Please designate which items you would need added to your event.

| | |
|--|--|
| Name/Organization: | Date & time of meeting: |
| Room: STUDIO C <input type="checkbox"/> | Room: STUDIO B: B1 <input type="checkbox"/> B2 <input type="checkbox"/> B3 <input type="checkbox"/> |

Equipment for event: (Please mark the items that you will need for your event)

| | | | |
|---|--|---|---|
| <input type="checkbox"/> Projector \$50.00 Rental Fee Damage Deposit Required  | <input type="checkbox"/> Projector Screen \$25.00 Rental Fee Damage Deposit Required  | <input type="checkbox"/> Dry Erase Markers No Fee Security Deposit  | <input type="checkbox"/> Easel (2 available) Circle 1 or 2 No Fee Security Deposit  2 available this style |
| <input type="checkbox"/> Flip Chart Easel No Fee Security Deposit  1 Available this style | <input type="checkbox"/> Flip Chart Pad(s) # of Pads _____ \$25.00 Per Pad  Pads must be ordered 14 days in advance | <input type="checkbox"/> Simple Podium No Fee Security Deposit  | <input type="checkbox"/> Coat Rack (2 available) Circle 1 or 2 No Fee Security Deposit  2 Available this style |
| <input type="checkbox"/> Speaker w/Stand \$50.00 Rental Fee Damage Deposit Required  | <input type="checkbox"/> Wireless Mic \$25.00 Rental Fee Damage Deposit Required  | <input type="checkbox"/> Wired Mic \$25.00 Rental Fee Damage Deposit Required  | <input type="checkbox"/> K-Cup Pods \$12.00 Box Assorted Coffee/Tea Hot Chocolate  |

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(continued)

Standard Security Deposit = \$200.00 which is refundable upon completion of event and satisfactory return of all equipment.

Standard Damage Deposit = \$300.00 which is refundable upon completion of event and satisfactory return of all equipment and final satisfactory inspection of room.

Total Security Deposit for this event \$ _____

Total Damage Deposit for this event \$ _____

Total Deposit = \$ _____

Total Equipment Rental for this event \$ _____

Total Coffee/Tea purchase \$ _____

Page Total \$ _____

Equipment Addendum to Rental Agreement

Client Signature

Studio C – Signature

Date: _____

Date: _____