



## GRAND HALL RENTAL INFORMATION

Please fill out this form completely to ensure that your needs are taken care of.

1. Your rental is for up to 6 consecutive hours. Additional time is available for decorating, caterer set-up, etc. at a rate of \$35. per hour. If you require additional time, how many hours? \_\_\_\_\_ When? \_\_\_\_\_

2. How many people will be attending your function? \_\_\_\_\_

3. Will you be serving food? \_\_\_\_\_ What type? \_\_\_\_\_

Buffet style or table service

4. The Dolly Hand Cultural Arts Center is equipped with 25 rectangular banquet tables. With 10 people per table, how many tables will you require? \_\_\_\_\_

Would you like a "head table"? \_\_\_\_\_ For how many people? \_\_\_\_\_

5. Will there be music? \_\_\_\_\_ Dancing? \_\_\_\_\_ Live music or D.J.

6. Will you require additional tables for buffet service, gifts (receptions/parties), or check-in? \_\_\_\_\_ How many and what for? \_\_\_\_\_

7. Do you need a podium (for speaker or guest book)? \_\_\_\_\_

8. The PBCC electronic marquee is available for an additional charge of \$25. Would you like to include this to advertise your rental? \_\_\_\_\_ If yes, please complete the sign request form included in this packet.

9. Ticket printing for up to 500 tickets is available for an additional charge of \$25. Do you need this service? \_\_\_\_\_ If yes, please complete the ticket order form in this packet.

10. Will you require the projection system? \_\_\_\_\_

vhs \_\_\_\_\_ dvd \_\_\_\_\_ powerpoint \_\_\_\_\_

\*Will you require a laptop computer? \_\_\_\_\_