



Event:			
Dates:			
Start Time:		End Time:	

Training Rooms

Number of Attendees		<input style="width: 90%;" type="text"/>		
Room Setup <i>Classroom, u-shape, pods, etc</i>		<input style="width: 90%;" type="text"/>		
		<u>Days</u>	<u>Total</u>	
Single Room	\$250	<input style="width: 40%;" type="text"/>	\$	<input style="width: 50%;" type="text"/>
Double Room	\$350	<input style="width: 40%;" type="text"/>	\$	<input style="width: 50%;" type="text"/>
<i>Room includes: Site and room accommodation (setup, tear down, cleaning), tables, chairs, instructor computer (if needed), whiteboard (if needed), projector and screen (if needed), portable sound system (if needed).</i>				

Training Room Materials

Please check all that apply

Projector and Screen	<input style="width: 90%;" type="checkbox"/>		
Whiteboard <i>Includes markers and erasers</i>	<input style="width: 90%;" type="checkbox"/>		
Polycom	<input style="width: 90%;" type="checkbox"/>		
Portable Sound System <i>Includes speaker, microphone and stand</i>	<input style="width: 90%;" type="checkbox"/>		
Flipchart Pad <i>Includes markers and easel \$25.00 per pad</i>	<input style="width: 90%;" type="checkbox"/>	<u>Pads</u>	<u>Total</u>
		<input style="width: 40%;" type="text"/>	\$ <input style="width: 50%;" type="text"/>
Printing Capability <i>Billed after event Color \$0.15 per copy B&W \$0.04 per copy</i>	<input style="width: 90%;" type="checkbox"/>		
Beverage Service <i>Billed after event Coffee \$7.00 per pot Water \$0.50 per bottle</i>	<input style="width: 90%;" type="checkbox"/>		

Catering Accommodation		<u>Days</u>	<u>Total</u>
	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

This fee allows for outside vendors to utilize our prep kitchen to prepare meals for your guests. It includes access to our kitchen and its amenities, such as our commercial refrigerator, food warmer and ice machine.

Computer Requirements

	<u>Student</u>	<u>Instructor</u>
Number of computers	<input type="text"/>	<input type="text"/>
Number of days	<input type="text"/>	<input type="text"/>
Total	\$ <input type="text"/>	

*\$10.00 per student computer, per day. Instructor computers are free.
 If instructor is providing personal computer, please make sure it is **VGA** compatible.
 We offer: Windows Media Player Classic, VLC Media Player, Windows 7 or 10; if you require a specific operating system, please let us know. What are your multimedia and/or software requirements? Does it require audio?
 Please put in additional comments below.*

IT Accommodations

Hours needed	<input type="text"/>
Total	\$ <input type="text"/>

\$43.00 per hour. On site room support. If unsure how many IT hours needed; it can be billed after event.

Grand Total:	\$ <input type="text"/>
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Other Comments or Requirements

X Signature	X Date
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Contact Information

Company Name:	<input type="text"/>
Name:	<input type="text"/>
Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Email:	<input type="text"/>

What would you like your room signage to say?