



PURDUE@WESTGATE

Event:			
Dates:			
Start Time:		End Time:	

Training Rooms

Number of Attendees

		<u>Days</u>	<u>Total:</u>
Single Room	\$300	<input type="text"/>	\$ <input type="text"/>
Double Room	\$400	<input type="text"/>	\$ <input type="text"/>

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).

Training Room Materials

Please check all that apply

Whiteboard

Includes markers and erasers

Polycom

Portable Sound System

Includes speaker, microphone and stand

Flipchart Pad

Includes markers and easel

\$25.00 per pad

Pads

Total

<input type="text"/>	\$ <input type="text"/>
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Printing Capability

Billed after event

Color \$0.15 per copy

B&W \$0.04 per copy

Copies

Total

<input type="text"/>	\$ <input type="text"/>
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Beverage Service	<input type="text"/>	<u>Amount</u>	<u>Total</u>
<i>Billed after event</i>		<input type="text"/>	\$ <input type="text"/>
<i>Coffee \$7.00 per pot</i>			
<i>Water \$0.50 per bottle</i>			

Catering Accommodation	<input type="text"/>	<u>Days</u>	<u>Total</u>
<i>This fee allows for outside vendors to utilize our prep kitchen to prepare meals for your guests.</i>		<input type="text"/>	\$ <input type="text"/>
<i>It includes access to our kitchen and its amenities, such as our commercial refrigerator, food warmer and ice machine.</i>			

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.*

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 and/or Requirements

X <input type="text"/>	X <input type="text"/>
Signature	Date

Contact Information:

Company Name:

Name:

Address:

Phone Number:

Email:

What would you like your room signage to say?