



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? _____