

CHARLES H. KIRBO RENTAL NEEDS LIST

Event _____ Date _____

Contact name _____ Phone _____

Caterer _____ Phone _____

Please help us better serve your needs by checking those items you will require for your planned event.

Number of expected attendees: _____

TABLES (number required)

_____ Dining _____ Refreshment Table
_____ Registration _____ Food - Buffet Table in Room
_____ Gifts or Awards
_____ Bar or Drink services
_____ Displays

CHAIRS (Theater Style with no tables) _____

KITCHEN/DINING items

Refer to attached list.

AUDIO/VISUAL NEEDS

Standard Audio and visual needs are as follows: one microphone, projector, projector screen and one podium.

___ Sound system
___ Lectern/podium
___ Piano/other musical set-up area.
___ Easel

SECURITY

While Bainbridge College Security guard must be assigned to provide security for the center during the duration of the meeting or special event, including any clean-up time required, additional on premises security must be obtained in the event of alcoholic beverages being served. This is the responsibility of the renter.

___ Security Personnel obtained. Officer's Name _____

CERTIFICATE OF INSURANCE

___ Proof of coverage and name of Provider _____

Please be reminded your rental of the Charles H. Kirbo Center includes a one time set-up and dismantle of tables and chairs and the room in which you secured through payment. No additional amenities are included.