# 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)

<table>
<thead>
<tr>
<th>option</th>
<th>number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dining</td>
<td>______</td>
</tr>
<tr>
<td>Registration</td>
<td>______</td>
</tr>
<tr>
<td>Gifts or Awards</td>
<td>______</td>
</tr>
<tr>
<td>Bar or Drink services</td>
<td>______</td>
</tr>
<tr>
<td>Displays</td>
<td>______</td>
</tr>
</tbody>
</table>

### 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.