



# AGIF Mile Hi Chapter

## Board Of Trustees Committee Hall Reservation Form

Committee:	
Responsible Individual: <b>(to be present for entire function):</b>	Phone #:
Committee Chair:	Phone:
Date of Function:	Type of Function:
Time of Function:	Time of Hall Usage (set-up, clean-up, function):
Number of Attendees:	Entertainment Type:
Damage Deposit/Cleaning Deposit: <b>(\$100 deposit for Saturday event &amp; a \$75 cleaning fee. Cleaning fee may be negotiable if committee cleans sufficiently.)</b>	
Clean Responsibility:	
Checklist (# of staff requested for each; mark n/a if not needed): <input type="checkbox"/> Bartender <input type="checkbox"/> Waitress <input type="checkbox"/> Security <small>(Additional costs of \$10/hr. per 2nd bartender/waitress will be applied. Security costs depend on security agency.)</small>	
Audiovisual Needs (mark n/a if not needed): <input type="checkbox"/> Microphone <input type="checkbox"/> Speakers <input type="checkbox"/> Screen <input type="checkbox"/> Projector <small>(\$75 for projector, screen, microphone &amp; speakers; \$50 for microphone &amp; speakers)</small>	
Media Type: <input type="checkbox"/> Laptop <input type="checkbox"/> DVD/CD <input type="checkbox"/> Jump Drive <input type="checkbox"/> Other <small>Please specify: _____</small>	
A notice of 10 working days is required for Board of Trustees to attain services from the checklist and audiovisual needs.	
Additional notes: _____ _____ _____	
Time and availability is determined by the AGIF Calendar. It is the user's responsibility to set-up and decorate the day reserved. If the Hall is available the night before (no activity or event scheduled) decorating is permissible (Hall only) if there is no one in the hall at that time. After the Function all Trash must be thrown out. Tables and chairs must be returned to original location. <b>Tables and Chairs must be carried or wheeled across the floor, as not to damage the floor. Anything beyond reasonable use will be addressed and deducted from the Damage Deposit. Additional fees may be assessed if necessary.</b> Reservations will be confirmed once a contract has been signed and deposit received. Please check the calendar for current information.	

COMMITTEE CHAIRPERSON \_\_\_\_\_

BAR MANAGER \_\_\_\_\_ DATE \_\_\_\_\_