



Reservation & Proposal Request Form

Greensboro, NC 27411 Telephone (336) 433-5566 Fax (336) 332-8445

Please visit us at www.aggieeventcenter.com

PLEASE COMPLETE THIS APPLICATION AND RETURN WITH A 50% DEPOSIT OR A PURCHASE ORDER NUMBER TO SECURE YOUR RESERVATION.

Name: _____

University Affiliation: _____

Address: _____ City: _____

ST _____ Zip _____ Telephone: _____ Fax: _____

Email: _____

Best time to contact: _____ Evening Morning Afternoon

Date Desired: (1st) _____ (2nd) _____ (3rd) _____

Standard available time: 8am- 10pm (Any 4 hours)

For availability outside of these hours, please consult with Event Center Manager

Please select Ballroom type:

Full Ballroom \$2,200.00 Center Ballroom \$1,150 .00 Blue102 \$350.00

Gold 104 \$350.00 Aggie 101 \$600.00 Pride 103 \$600.00 Board Room \$175.00

Alumni Conference Room \$125.00 AFEC Conference Room \$125.00 Library \$560.00

Lobby price varies upon request and time

Estimated Attendance: _____ Event Time: Start: _____ End: _____

Event description: _____

Event Purpose: _____: Publicity Mode: _____

WEDDING

CORPORATE

Food tasting Bachelor party Bachelorette party

Banquet Family Reunion

Bridal Shower Rehearsal Rehearsal dinner

Fundraising Networking

Wedding ceremony pre-reception Reception

Workshops Forum Expo

Bachelorette Brunch

Seminar Business meeting

Trade show Exhibition

Others: _____

Conference



NC A&T Foundation Event Center resources list

Services

- Caterer Name _____ Tel: _____ Email: _____
- Rental Company Name _____ Tel: _____
- Band (May require (Destro/ Electrical power distributor for a fee of \$150.00)
- Pre-reception - Yes ___ No ___ Event Center Lobby (\$150.00 cleaning fee)
- Center Pieces Fresh flowers Silk flowers Table Cloths
- Buffet Plated Pass hors 'oeuvre
- Cash bar
- DJ
- Band
- Speakers
- Event Planner/Coordinator
- Alcohol will be Served: Yes No

The following is required for events passed 10pm, or when alcohol is being served or sold:

Professional bar tenders - Security officers /Police officers and a service fee will be charge according. (The person booking event will be responsible for the payment of the fees associated with this services)

Event Audio/Visual Resources

- A/V Services Planning (Prices base on request)
- PowerPoint Presentation (**submit presentation to Event Center 10 business days prior to event**) **late presentation is not acceptable.**
- Audio (CD Players) (iPod) House PA Systems (\$50.00)
- Pre-Function Plasma Screens (\$50.00 each)
- Laptops (100.00 each)
- LCD Projector w/screens (\$165.00 each)
- Technical support standard for setup is \$150.00 per hour when (Foundation Screens/Systems is used)
- Wired Microphone w/stand (\$25.00 each)
- Wireless Microphone w/stand or Wireless lavalier (\$60.00) each Qty: _____

- Power Distro (\$150.00) is required by all band and extensive power outsourcing Qty: _____
- DVD Player \$25.00 Qty: _____
- Wireless Presenter \$30.00 each Qty: _____
- Conference Call (price available upon request) Qty: _____
- Credit card outlet (\$40.00) **Client must bring own credit card machine and cords**
- Lighting (price available upon request)

Office Supplies

- Copies (\$.20 per page color) (\$.10 per page black & White) Qty: _____
- Printing (\$.20 per page color) (\$.10 per page black & White) Qty: _____
- Fax (Long distance \$1.50 per page) (local \$1.00 per page) Qty: _____
- Scissors (price available upon request) Qty: _____
- Staplers (Price available upon request) Qty: _____
- Pen/Pencil (\$1.00 each) Qty: _____
- Paper/Pad w/markers - \$5.00 each Qty: _____
- Scotch tape (price available upon request) Qty: _____
- Dock tape (price available upon request) Qty: _____
- Others _____

Other Services

Set- up time preference:

- 1 hour prior to event start time (standard)
- Day before event date (\$150.00 per hour) **base on availability**
- Others _____

Police Services

- Substantial amount of Parking needed
- Security needed for event

Additional resources are available at the following rates:

- Stage w/skirting (8'X 6') - \$75.00 per deck Qty: _____
- Registration Table (Pre-Function Area: 8'table) Qty: _____
- Cocktail Tables - \$15.00 each Qty: _____
- 72" Round tables - \$15.00 each Qty: _____
- 8 foot square tables - \$15.00 each Qty: _____
- 6 foot square tables - \$15.00 each Qty: _____
- Cake table \$30.00 each Qty: _____
- Easels - \$20.00 each Qty: _____
- Podium - \$40.00 each Qty: _____

- Lectern Price (available upon request) Qty: _____
- Table top podium (\$30.00 each) Qty: _____
- Bar stool (Price available upon request) Qty: _____
- Portable dance floor (price available upon request) Qty: _____
- Loading cart (price available upon request) Qty: _____
- Portable riser & steps price available upon request Qty: _____
- Portable bar \$110.000 each Qty: _____
- Storage fee per day (\$50.00) Qty: _____

DEPOSIT & TERM OF PAYMENT:

A Security Deposit of 50% or a (purchase order number applies to University Events only) and a signed, approved contract/ Invoice are required to guarantee event dates. Event is treated as tentative until the signed contract/Invoice and deposit are received.

Room rental included these Amenities upon Request (at no cost)

- 800 banquet chairs
- (80) 72" round tables
- One 30' x 96' table and one chair for registration in lobby
- Eight 30' x 96' tables for head table and food tables in ballroom
- House lighting – dimmed or brightened
- One time set and breakdown

Name: _____ Signature: _____ Date: _____