

**Horry Georgetown Technical College
Grand Strand Business and Conference Center**

PHONE: 843-477-2042 or 843-477-2191

Facility Reservation Form

Today's Date: _____

Event Date: _____ Time In: _____ Time Out: _____ (For set-up /
breakdown)

Event Time: _____ To _____ (Actual)

Contact: _____ Organization: _____

Billing Address: _____

Telephone: _____ Cell: _____ Other: _____

Fax: _____ E-mail: _____

Description of Event: _____

Number Expected: _____ Seating Arrangement: _____ Classroom

Room #: _____ Theater

_____ Banquet

_____ Other

Will your event include food? Y or N

Outside Catering is allowed.

\$500 deposit required for events involving food

Kitchen equipment may not be utilized.

Audio/Visual Needs:

_____ Screen

_____ Lapel Mic (lavalier)

_____ Overhead Projector

_____ Microphone (handheld)

_____ LCD Projector

_____ Easel

_____ Laptop Computer

_____ White Board

_____ Laptop Connector Cable

_____ Flip Chart

_____ Computer Lab Setup

_____ Technical Assistance

_____ *Standard Wi-Fi*

_____ Other

_____ Podium Computer

_____ TV/VCR

Podium Computers have internet hardwire connections

*For other IT questions or upgraded WI-FI needs contact us

PLEASE SIGN AND RETURN THIS FORM TO:

EMAIL: patricia.kleber@hgtc.edu

OR MAIL TO: Horry Georgetown Technical College

743 Hemlock Avenue

Myrtle Beach, SC 29577

FOR OFFICE USE ONLY: _____

Room Fee(s): _____

Linen Fee(s): _____

Cleaning Fee(s): _____

Other Fee(s): _____

Today's Date: _____ Received by: _____ revised 160511