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 #: _______________

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