

Horry Georgetown Technical College
Grand Strand Business and Conference Center

PHONE: 843-477-2020 or 843-477-2042

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: _____ Other

_____ Lapel Mic (lavalier)
_____ Microphone (handheld)
_____ Screen
_____ Overhead Projector
_____ Laptop Connector Cable
_____ Technical Assistance
_____ Podium Computer
_____ *Standard Wi-Fi*

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: Karen.herman@hgtc.edu

or Jeanny.nicholson@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): _____

Set Up Fee(s): _____

Other Fee(s): _____

Today's Date: _____ Received by: _____ revised

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