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 160511