

Civic Center Extra's: *(Please Read Carefully)*

These are extra services the civic center has available. There is no charge for the extra's **(excluding hospitality service of \$15, or curtains for \$10 a panel)**. ***You must present this form to our civic center staff in order to receive extra services.*** Please check off which of these items you need for your rental date. If you do not need any of these items, please sign the bottom of this form indicating none of these services are necessary for your event. Availability of these items are on a first come first serve basis. Our staff will contact you if any of these extras are not available. If you have any questions about these services, please do not hesitate to ask.

Item	Check here for item
55" Monitor	
32" TV, VCR, and cart	
25" TV, VCR, and cart	
Overhead Projector	
Screen for Overhead Projector	
Combination (Projector & Screen)	
Free-Standing Podium	
Table-Top Podium	
9ft Portable Digital Projector & Screen (1500 Luminous)	
15ft Ceiling Mounted Digital Projector & Screen	
White Dry Erase Board	
Wireless Internet	
Curtains & Panel (3 curtains per panel) Blue or White colors \$10 charge for each panel	
Microphone	
Extra Stairs for Stage (Portable)	
100 Gallon Beverage Tub	
Sound System	
Hospitality Service (Includes coffee, water, cups, cream sugar, etc) \$15 charge for this service	

I DO NOT NEED ANY OF THESE EXTRAS _____

I will receive Hospitality and/or Curtains service: _____ Receipt # _____

Print Name _____ Date of Rental _____

Signature of Rental Applicant _____

Signature of Staff Person Booking Request _____