

Conference Center @ DeKalb Tech

CLIENT Reservation Request Form

495 North Indian Creek Road, Clarkston, Georgia 30021 404.297.2432

TODAY'S DATE:

CONTACT NAME:

COMPANY / ORGANIZATION NAME:

WORK PH:

ALT. PH:

ADDRESS:

CITY:

ZIP:

EMAIL:

EVENT DETAILS:

Requested date of event:

Name or Type of event:

Estimated number of guests:

**More accurate count needed two (2) weeks prior to the event.*

Who will attend:








Time: From to

Please choose needed items. (* Items not included in basic rental fee)

- LCD Projector
- Dry Erase Board/Markers/Erasers
- CD DVD Music
- Breaks w/snacks *\$ _____
- Power Strip/Ext. Cords * \$ _____ \$5ea
- Rectangle or Round Tables
- Table Skirts (Non food tables; w/ food \$10)
- Other Linens * \$ _____ \$10 ea.
- Centerpieces * \$ _____ (priced by type)

- Flip Chart
- Microphone w/ Podium
- Breakfast * Lunch* Dinner* \$ _____
- TV / Automatic Screen
- Special Lighting *\$ _____ (via vendor)
- Stage w/skirting * \$ _____ up to \$75
- Dance Floor * \$ _____ up to \$250
depending on size (up to 40"x40")

Please choose your setup style.

- Hollow Square 
- Theater 
- Board Room 
- Banquet 
- Classroom 
- U Shape 
- Reception 
- Other - Attach sample (* May be extra fee)

Special notes or instructions to Conference Center Manager: _____

I understand that this reservation is not binding until the signed agreement, the \$200 refundable deposit and 25% of the rental fee has been received by CC@DTC personnel.

To be completed by Conference Center personnel:

Space Confirmed on _____ By: _____ **ROOM #:** _____

Room Quote: _____ Extras = \$ _____ DeKalb Co. \$ _____ Other security \$ _____

Initial Total Quote: \$ _____

Deposit: \$ _____ (\$ _____ refundable) on _____ by Check Recv'd by: _____

Payments: \$ _____ on _____ by Check Received by: _____

\$ _____ on _____ by Check Received by: _____

Payment received in Business Office by: _____ on _____

Payment received in Business Office by: _____ on _____

