

**Facility Use Intake Questionnaire**

Event Name	Event Start Date	Event End Date	Is the Event Open to the Public?	Tax Status	EBCPA Partnership	EBCPA Approval
					Yes / No	

**Event Summary:**  
(room layout)  
(special needs)

**Client Information**

Main Contact:		Notes:	
Phone:			
Email:			
Billing Address:			
Onsite Contact		Need access to the Internet?	Wired / Wireless
Phone:		Need to print/scan documents?	
Email:		Do you need to video conference?	

Security:	Yes / No	Security Start	Security End	Parking:	Yes / No	What time?:
How many:				Load in:	Yes / No	What time?:

**Event Information**

Room(s)	Prep Start	Client Arrival	Event Start	Event End	Clean up Start	Attendee Size

# of Tables:		# of Chairs:		Projection:		Proj Source:	
Table Type:		# of Linens:		Screen only:		Audio Required:	Yes / No

*We include 10 tables & 50 chairs in rental. Beyond that we charge \$12/table & \$6/chair. We own 6' & 8' rectangular tables. We charge \$2/linen, to cover cleaning costs. Linens are only white.*

*We have (2) projectors and can only accommodate VGA or Mini-display port video inputs. No HD content (720p or 1080p)*

Audio:

Lighting:

Scenery:

Notes:

Changing Room	How Many?
Yes / No	

Catering?	Arrival?	# Tables	Power?
Yes / No			
Catering Contact:			
Catering #:			