

Please complete this form and fax to Louise C. Rathfon, PHONE (302) 259-6340 / FAX: (302) 259-6761

| | | |
|--|---------------|-------------------------------------|
| Customer: | Company Name: | Date of Request: |
| Contact Name | Address | |
| Telephone: | Extension: | Fax: |
| Email: | | |
| Emergency (e.g. inclement weather) Telephone: | | State Location Code (if applicable) |
| # attending | Event Name: | Purpose of Event |
| Will the event be open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No Multi-Campus Request <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Will food or refreshments be served? <input type="checkbox"/> Yes <input type="checkbox"/> No (if applicable, contact the Lighthouse Cove at 259-6000, Ext. 6870). | | |
| How did you hear about Delaware Tech? | | |

DATES & TIMES NEEDED

| DAY (M, T, W, R, F, S, S) | DATE | ARRIVAL TIME | EVENT START TIME | EVENT END TIME | DEPARTURE TIME | ROOM ASSIGNMENT & EVENT # (FOR DTCC ONLY) |
|------------------------------|------|--------------|------------------|----------------|----------------|--|
| | | a.m. p.m. | a.m. p.m. | a.m. p.m. | a.m. p.m. | |
| | | a.m. p.m. | a.m. p.m. | a.m. p.m. | a.m. p.m. | |

SPACE ACCOMMODATIONS (ADDITIONAL CHARGES FOR SUPPORT STAFF MAY APPLY FOR WEEKEND AND EVENING EVENTS)

| SPACE | # HOURS | COST | SPACE | # HOURS | COST |
|---|---------|----------|--|-----------------|------------------------|
| Single Classroom (4 hrs.) | | 89.00 | Williams Hse. Conf. Cntr. (4 hrs.) | | 200.00 |
| Single Classroom (additional hourly rate) | | 21.00 | Williams Hse. (additional hourly rate) | | 35.00 |
| Computer Classroom (8 hrs.) | | 1,035.00 | Commercial Kitchen | | REQUEST PRICING |
| Computer Classroom (4 hrs.) | | 541.00 | Baseball Field (4 hrs.) | | 104.00 |
| Lecture Hall (4 hrs.) | | 191.00 | Baseball Field (additional hrly rate) | | 21.00 |
| Lecture Hall (additional hourly rate) | | 40.00 | Gymnasium per hour | | 126.00 |
| Theater (4 hrs.) | | 332.00 | Pondside Lounge per event | | 27.00 |
| Theater (additional hourly rate) | | 81.00 | Patio (SSC – seating up to 80) | | 51.00 |
| Dressing Rooms (4 hrs.) | | 62.00 | Pavilion / Grounds per day (8 hrs.) | | 150.00 |
| Dressing Rooms (additional hourly rate) | | 15.00 | SET-UP FEES | HOW MANY | COST |
| Meeting Room A (4 hrs.) | | 89.00 | Set-up to 40 chairs/tables | | 47.00 |
| Meeting Room A (additional hourly rate) | | 21.00 | Set-up 41 – 100 chairs/tables | | 62.00 |
| Meeting Room B (4 hrs.) – no technology | | 74.00 | Set-up 100-200 chairs/tables | | 94.00 |
| Meeting Room B (additional hourly rate) | | 18.00 | Set-up 200 – 400 chairs/tables | | 166.00 |
| Dining Hall (4 hrs.) | | 354.00 | Set-up 400 – 800 chairs/tables | | 312.00 |
| Dining Hall (additional hourly rate) | | 84.00 | | | |

ROOM SET-UP (SEATING IS FLEXIBLE IN MOST ROOMS – ROOM SETUP FEES MAY APPLY)

| | |
|---|---|
| <input type="checkbox"/> Theater (chairs, no tables) | <input type="checkbox"/> U-Shape (tables/chairs on three sides facing front of room) |
| <input type="checkbox"/> Classroom (tables/chairs facing front of room) | <input type="checkbox"/> Square (tables in square w/chairs around perimeter) |
| <input type="checkbox"/> Banquet (tables/chairs) | <input type="checkbox"/> Other (attach diagram and other needs not listed on request) |

EQUIPMENT AND STAFFING NEEDS

(Equipment requests must be made at least one week prior to date of event; staffing requests must be made at least two weeks prior to event)

| AUDIOVISUAL/EQUIPMENT NEEDS | HOW MANY | COST | COMMUNICATIONS | HOW MANY | COST |
|--|----------|--------|---------------------------------------|----------------|-----------------|
| | | | Videoconference per hour | | 136.00 |
| P.A. System w/std. microphone per day | | 67.00 | Teleconference per hour | | 84.00 |
| Additional microphone per day | | 7.00 | Photo copies / Fax access | | .20 / 2.00 |
| Lavaliere (lapel) microphone per day | | 40.00 | STAFFING | # HOURS | Per Hour |
| Wireless (hand held) microphone per day | | 40.00 | Audiovisual Technician per hour | | 32.00 |
| Computer/Projector | | 97.00 | Audiovisual Technician (weekend rate) | | 47.00 |
| Projector (located in Theater sound booth) | | 459.00 | Videoconference Technician per hour | | 65.00 |
| Additional Podium | | 20.00 | Custodial Service per hour | | 32.00 |
| Flipchart/easel/markers per day | | 25.00 | Custodial Services (weekend rate) | | 47.00 |
| Portable Stage w/skirting (per section) | | 31.00 | Public Safety Officer per hour | | 32.00 |
| Table skirting (per skirt) | | 15.00 | Public Safety Officer (weekend rate) | | 47.00 |

| FOR DTCC USE ONLY | SERVICES | COST |
|---|--------------------------------------|------|
| INSIDE CUSTOMER: <input type="checkbox"/> OUTSIDE CUSTOMER: <input type="checkbox"/> | Facility Rental: | |
| | Set-up | |
| | Equipment | |
| FEE CHARGED | Personnel/Technical Support | |
| | Subtotal | |
| | Administrative Fee (18% of Subtotal) | |
| Approved | | |
| Event # | Total | |

This is a Facility Request.
Space is **NOT confirmed** until a signed Facility Use Agreement has been processed.
NOTE: Rates are subject to change without notice

Effective Jan. 1, 2011:
Delaware Technical Community College
Is a TOBACCO FREE Institution.