

**PLEASE COMPLETE THIS FORM AND RETURN VIA EMAIL: TERRY-CONFERENCECENTER@DTCC.EDU**  
**CONTACT CONFERENCE SERVICES AT 302-857-1709 IF YOU HAVE ANY QUESTIONS**

Business Name:	Legal Incorporated Name:	Date of Request:
Contact Name:	Address:	
Telephone:	Emergency Telephone (e.g., inclement weather):	
Email:	State Agency Buyer Code (if applicable):	
Event Name:	Purpose of Event:	# attending:
Will the event be open to the public? <input type="checkbox"/> YES <input type="checkbox"/> NO Will a fee be charged? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Will food or refreshments be served? <input type="checkbox"/> YES <input type="checkbox"/> NO Will Alcohol be served? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>(CATERER: BNL CATERING 302-857-1005);</b> If applicable, provide your caterer's name:		
Are there special ADA requirements (i.e., wheelchair seating)? <input type="checkbox"/> YES (If yes, please describe on the line below) <input type="checkbox"/> NO		

DATES & TIMES NEEDED						
DAY (M, T, W, R, F, SA, SU)	DATE	ARRIVAL TIME	EVENT START TIME	EVENT END TIME	DEPARTURE TIME	ROOM ASSIGNMENT (FOR DTCC USE ONLY)
		A.M.	A.M.	A.M.	A.M.	
		P.M.	P.M.	P.M.	P.M.	
		A.M.	A.M.	A.M.	A.M.	
		P.M.	P.M.	P.M.	P.M.	
		A.M.	A.M.	A.M.	A.M.	
		P.M.	P.M.	P.M.	P.M.	
		A.M.	A.M.	A.M.	A.M.	
		P.M.	P.M.	P.M.	P.M.	

SPACE ACCOMMODATIONS (ADDITIONAL CHARGES FOR SUPPORT STAFF MAY APPLY FOR WEEKEND AND EVENING EVENTS)						
SPACE	# HOURS	COST	SET-UP FEES	HOW MANY	COST	
Single Classroom – 407A, 407B, 408, 412, 741A, 741B (4 hours minimum)		\$ 89	Set-Up, 40 chairs/tables (no reconfiguration)		n/c	
Single Classroom each additional hour		\$ 21	Set-Up fee, 40 chairs/tables (reconfigured)		\$ 47	
Conference Room – (4 hours minimum) 400A or 400B		\$229	Set-Up fee, 41-100 chairs/tables		\$ 62	
Conference Room each additional hour		\$ 48	Set-Up fee, 100-200 chairs/tables		\$ 94	
Pavilion, Open Grass Area		\$ 150	Set-Up fee, 200-400 chairs/tables		\$ 166	
Del-One Conference Center 727 (4 hours minimum)		\$ 900	Set-Up fee, 400-800 chairs/tables		\$ 312	
Del-One Conference Center each additional hour		\$ 200				
Del-One Conference Center 727 + Breakout Rooms A-D (4 hours minimum)		\$ 1,200				
Del-One Conference Center 727 + Breakout Rooms A-D each additional hour		\$ 300				

ROOM SET-UP (SEATING IS FLEXIBLE IN MOST ROOMS – ROOM SET-UP FEES MAY APPLY)			
<input type="checkbox"/> Theater (chairs, no tables)	<input type="checkbox"/> U-shape (tables/chairs on 3 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 (round tables/chairs)	<input type="checkbox"/> Other (attach diagram – additional fees may apply)		

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.)					
EQUIPMENT	HOW MANY	COST	COMMUNICATIONS	HOW MANY	COST
Additional standard microphone		\$ 7	Telephone set-up (per day/local use only)		\$ 31
Flip chart with markers		\$ 25	STAFFING	# HOURS	PER HOUR
Laptop Computer		\$ 97	Audiovisual Technician (per hour)		\$ 32
LCD projector		\$ 97	Audiovisual Technician (per hour weekend rate)		\$ 47
Laptop Computer & LCD projector		\$159	Custodian (per hour)		\$ 32
Lavaliere microphone		\$ 40	Custodian (per hour weekend rate)		\$ 47
PA system with standard microphone		\$ 67	Security Officer (per hour)		\$ 32
			Security Officer (per hour weekend rate)		\$ 47

FOR DTCC USE ONLY	SERVICES	COST
INTERNAL CUSTOMER: <input type="checkbox"/>	Facility Rental	
EXTERNAL CUSTOMER: <input type="checkbox"/>	Set-up	
	Equipment	
Approved:	Personnel/Technical Support	
Event #:	Subtotal	
Estimate #:	Administrative Fee (18% of Subtotal)	
	<b>TOTAL</b>	

THIS IS A FACILITY REQUEST.  
SPACE IS **NOT CONFIRMED**.  
TO CONFIRM SPACE, A SIGNED AGREEMENT FOR  
CONFERENCE SERVICES MUST BE PROCESSED.  
**NOTE:** RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE,  
AND AGREEMENTS MAY BE ADJUSTED ACCORDINGLY.