

PERDIDO BAY COMMUNITY LIFE CENTER

13660 INNERARITY POINT ROAD, PENSACOLA, FL 32507-8833

(850) 497-0000 FAX (850) 492-8550

ROOM RENTAL FORM

Day/Date: _____ Meeting Time: _____

Organization/Person: _____

Caller Name/Phone No.: _____

E-mail _____

Fax Number: _____

of People _____ Room(s) Requested/Assigned: _____

Set-up Time: _____ Food or Drink Set-up Time: _____

Food Items (Circle One): Coffee Water Soda/Snacks Catering Needed (Paul)

Equipment Needed: Flip Chart/Easel TV/DVD/VCR Projector/Screen Phone & Cord

CD Player Microphone Podium

Room Arrangement: # of tables _____, round/rectangle, # of head tables _____,
sign-in table, food tables, theater style

Special Room Set-up _____

Amt. To be Invoiced: _____

Today's Date: _____ Person taking info: _____ Service U Conf. # _____