

Gratiot-Isabella RESD Mahoney Center

Conference Planner / Contract

1131 E. Center Street, PO Box 310, Ithaca, MI 48847
Telephone: (989) 875-5101 FAX: (989) 875-2858

Office Use Only / Date Booked:
Tech Ticket #

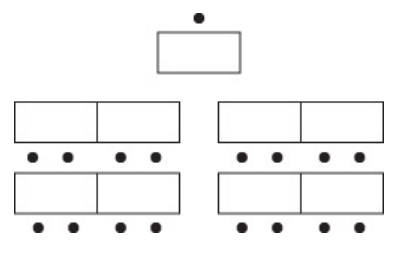
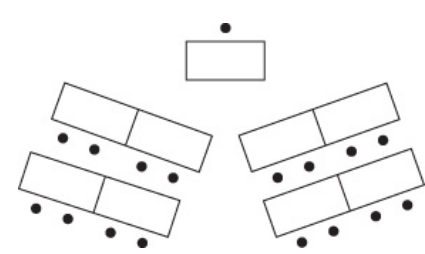
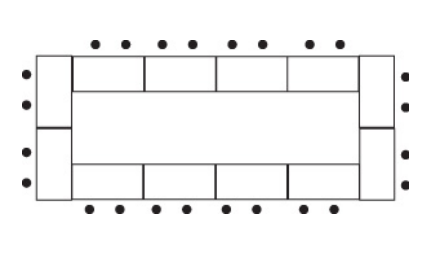
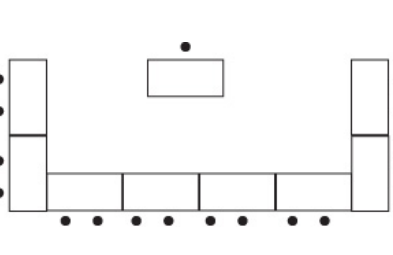
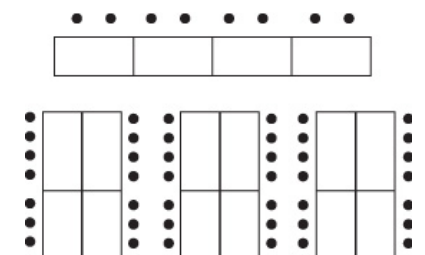
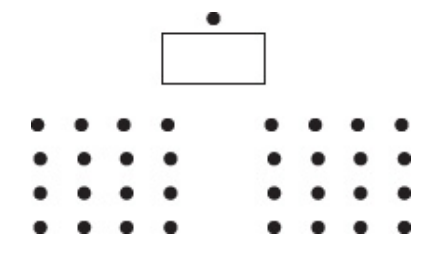
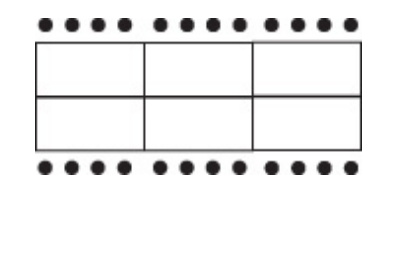
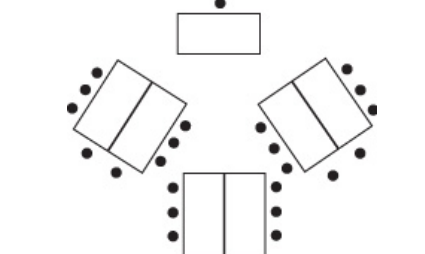

TITLE OF EVENT:	
DATE:	TIME:
SCHOOL/BUSINESS NAME:	
ADDRESS:	
CONTACT PERSON:	EMAIL:
DAY TELEPHONE:	FAX#

Number of Attendees:	Room Set Up: (See reverse side)	Assigned Room:
Room will be available 30 minutes prior to activity and 30 minutes after its scheduled end, unless other arrangements have been made.		
Set- up Time:	Event Time:	Ending Time:
Special Needs (Be specific):		

Audio Visual Equipment				
(\$50.00 a day per room for any mix of audio visual needs (Virtual Field Trips quoted separately)				
All meeting spaces include a presenter laptop and a computer projector with sound. Free building-wide wi-fi service available.				
	Video Projection Device		Easel w/ pad	Podium
	Guest or Participant Laptops # needed _____		Wireless Microphone	Registration Table
	Single Line Conference Phone		Lapel Microphone	Video Conference Equipment (quoted separately)
	Other Media or Equipment			

Conference Room Rental Fee:	\$
Custodial Fee: (\$40.00 per hour after 4:00 p.m.)	\$
Coffee: (\$1.25 per person)	\$
Soft Drinks/Bottled Water: (\$1.25 per can/bottle)	\$
Audio Visual Equipment (\$50.00 a day per room)	\$
Technical Support:	\$
Other:	\$
Total:	\$

Seating Styles

		
Classroom Style	Modified Classroom	Open Square
		
U Shape	Banquet Style	Theater Style
		
Conference Style	Block Style	Other

Breakfast	A.M. Snack	Lunch	P.M. Snack	Dinner	Beverages Only
Special Dietary Needs _____					
Linens <i>(additional charge)</i>					
Menu options will be provided					
<ul style="list-style-type: none"> • Cancellation of events must be received 48 hours prior to scheduled time. • GIRESD Board of Education prohibits the use of tobacco or alcohol on District premises, in District vehicles, and in all school buildings owned and/or operated by the District. • Auxiliary aids and services available upon request to individuals with disabilities. • Please complete entire form and return to: Gratiot-Isabella RESD <div style="text-align: right; margin-right: 20px;"> Attn: Daun Pass 1131 E. Center Street, PO Box 310 Ithaca, MI 48847 Phone: 989-875-5101 Fax: 989-875-2858 Email: dpass@giresd.net </div> 					
Signature of Contracting Party:					Date:

