



Fairbanks North Star Borough

PARKS AND RECREATION

Pioneer Park

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Main: (907) 459-1087

Fax: (907) 459-1199

EVENT EQUIPMENT REQUEST FORM

Event Date: _____
User Group Name: _____
Event Title: _____
Arrival Date/Time for Set Up: _____

EACH EVENT INCLUDES: UP TO 150 CHAIRS, UP TO 25 TABLES & 2 MICROPHONES FOR FREE. DESIGNATE BELOW THE TOTAL (INCLUDING FREE EQUIPMENT) OF EACH ITEM NEEDED.

| Equipment Description | Amount Available | Exhibit Hall | 2nd Floor Exhibit Hall | Upper Level | Blue Room | Theatre | Cost per Item |
|---|------------------|--------------|------------------------|-------------|-----------|---------|---------------|
| Chairs | 500 | | | | | | \$ 2 |
| Tables-6' banquet style rectangular | 90 | | | | | | \$ 5 |
| Tables-30" Diameter Cocktail | 9 | | | | | | \$ 5 |
| Tables-36" Diameter Cocktail | 9 | | | | | | \$ 5 |
| Chalkboard-3' x 5' 2 Sided (on wheels) | 1 | | | | | | \$ 5 |
| Coat Hangers | 300 | | | | | | \$ - |
| Coat Racks | 2 | | | | | | \$ - |
| Easels | 5 | | | | | | \$ 2 |
| Expandable Divider Panels | 7 | | | | | | \$ 20 |
| Flag-United States of America | 1 | | | | | | \$ 10 |
| Flag-Alaska State | 1 | | | | | | \$ 10 |
| Follow Spot Light | 1 | | | | | | \$ - |
| Grand Piano | 1 | | | | | | \$ 50 |
| In House Sound System* | 1 | | | | | | \$ - |
| Lectern | 2 | | | | | | \$ 10 |
| Microphone Floor Stands | 7 | | | | | | \$ - |
| Microphone Tabletop Stands | 10 | | | | | | \$ - |
| Microphones-Wireless | 5 | | | | | | \$ 5 |
| Microphones-Corded | 7 | | | | | | \$ 5 |
| Mop & Bucket | 1 | | | | | | \$ - |
| Portable PA System (Blue Room, Pioneer Hall, Outside ONLY) | 1 | | | | | | \$ 25 |
| Portable Laptop Projector | 1 | | | | | | \$ 25 |
| Projection Screens-6' x 6' | 1 | | | | | | \$ 10 |
| Projection Wall Screen 8' x 8' | 1 | | | | | | \$ 10 |
| Projection Wall Screen 12' x 12' | 1 | | | | | | \$ - |
| Projection Screen 20' x 20' | 1 | | | | | | \$ - |
| Risers 4'x8' ea. Up to 6=1/2 stage** | 6 | | | | | | \$ 100 |
| Risers 4'x8' ea. 6 or more=Full stage** | 12 | | | | | | \$ 200 |
| Stanchions w/ Ropes | 8 | | | | | | \$ 2 |
| Vacuum Cleaner | 2 | | | | | | \$ - |
| White Board w/ Markers | 1 | | | | | | \$ 2 |
| 50" TV (w/Blue Ray/DVD) | 1 | | | | | | \$ - |

*In House Sound System includes: Mixer board (16 channel), Pre-Amp & Amplifier, CD/Tape Player, Built In Speakers

** ATTACH A DIAGRAM OF STAGE CONFIGURATION IF REQUESTING ANY RISERS.

| Catering Equipment Description | Available | Qty. Rqstd. | Cost per Item |
|--|-----------|-------------|---------------|
| Portable Serving Bar | 2 | | \$ 15 |
| Rolling Serving Tables (stainless Steel) | 2 | | \$ 15 |
| Salad Bar (open well to hold ice) | 1 | | \$ 15 |
| Steam Tables (4 steam table pans each) | 2 | | \$ 20 |
| Steam Table Pans | 9 | | - |
| Coffee Maker -2 Burner drip style*** | 3 | | \$ 5 |
| Coffee Pot-Percolator style-60 cup*** | 4 | | \$ 5 |

*** COFFEE, CUPS, CONDIMENTS, AND SUPPLIES ARE NOT AVAILABLE

When completed return to:
pioneerpark@fnsb.gov

