



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 type of equipment needed.

Equipment Description	Available	Exhibit Hall	2nd Floor Exhibit Hall	Upper Level	Blue Room	Theatre	Cost per Extra
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						\$ 1
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
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						\$ 1
50" TV (w/Blue Ray/DVD)	1						\$ -
Vacuum Cleaner(s)	2						\$ -
Mop & Bucket	1 each						\$ -

*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.

Equipment Description \$100 for one or more pieces	Available	Qty. Rqstd.
Portable Serving Bar	2	
Rolling Serving Tables (stainless Steel)	2	
Salad Bar (open well to hold ice)	1	
Steam Tables (4 steam table pans each)	2	
Steam Table Pans	9	
Coffee Maker -2 Burner drip style	3	
Coffee Pot-Percolator style-60 cup	4	

When completed return to:
pioneerpark@fnsb.us
 or fax to: 907-459-1199