



CARNEGIE LIBRARY RESERVATION WORKSHEET

Date of Inquiry: _____

Has your group rented the facility before Y / N

Event Name: _____

Contact Person Responsible: _____ Email: _____

Individual/Organization/Company Name: _____

Mailing Address: _____ City/State/Zip: _____

Daytime Contact Number: _____ Other Contact Number: _____

Event Date(s): _____ Event Hours: _____

Set Up Date(s): _____ Set Up Hours: _____ Clean Up Hours: _____

Attendance: _____ Will there be alcohol at this event? Y / N

	Non-Profit/Day (8am-5pm)	Night (5pm-1am)	Full (8am-1am)
(Circle all that apply) Carnegie Library (Whole Space)	\$125.00	\$137.50	\$150.00
Additional Day(s)	\$100.00	\$125.00	\$137.50

Review pricing above and additional set up day rate and total.

Total Rental Subtotals:

Set Up Day: \$50.00 \$ _____

Security: Rate is \$35.00 per hour per officer

Security Dates:	Security Hours:	Total hours	Security Subtotals:
_____	_____ () # of officers	_____	_____
_____	_____ () # of officers	_____	\$ _____

Maintenance Services Available:

Maintenance Subtotals:

Setup Charges: \$100.00

Tear Down & Cleanup: \$200.00 \$ _____

Equipment Available for Rent:

Equipment Rental Subtotals:

Microphone Set Up \$20.00 Subtotal \$ _____

Red Carpet (4'x25') \$15.00

Single Up-light (10 available) \$5.00 per single # of lights _____

Quad Up-Light (1 available) \$20.00

Projection Screen(s) \$10.00 each

Table Linens (Round or Rectangular) White or Black \$6.00 per table # of tables _____

Pipe & Drape \$20.00 per panel # of panels _____

Auxiliary Charges:

\$ _____

Alcohol Surcharge \$100.00

Coffee/Beverage Service \$20.00 (per 50 guests)

Extra Dumpster Pickup \$57.77

Notes:

Contract Total: \$ _____