

## Firehouse

Set-Up and Equipment Request Form

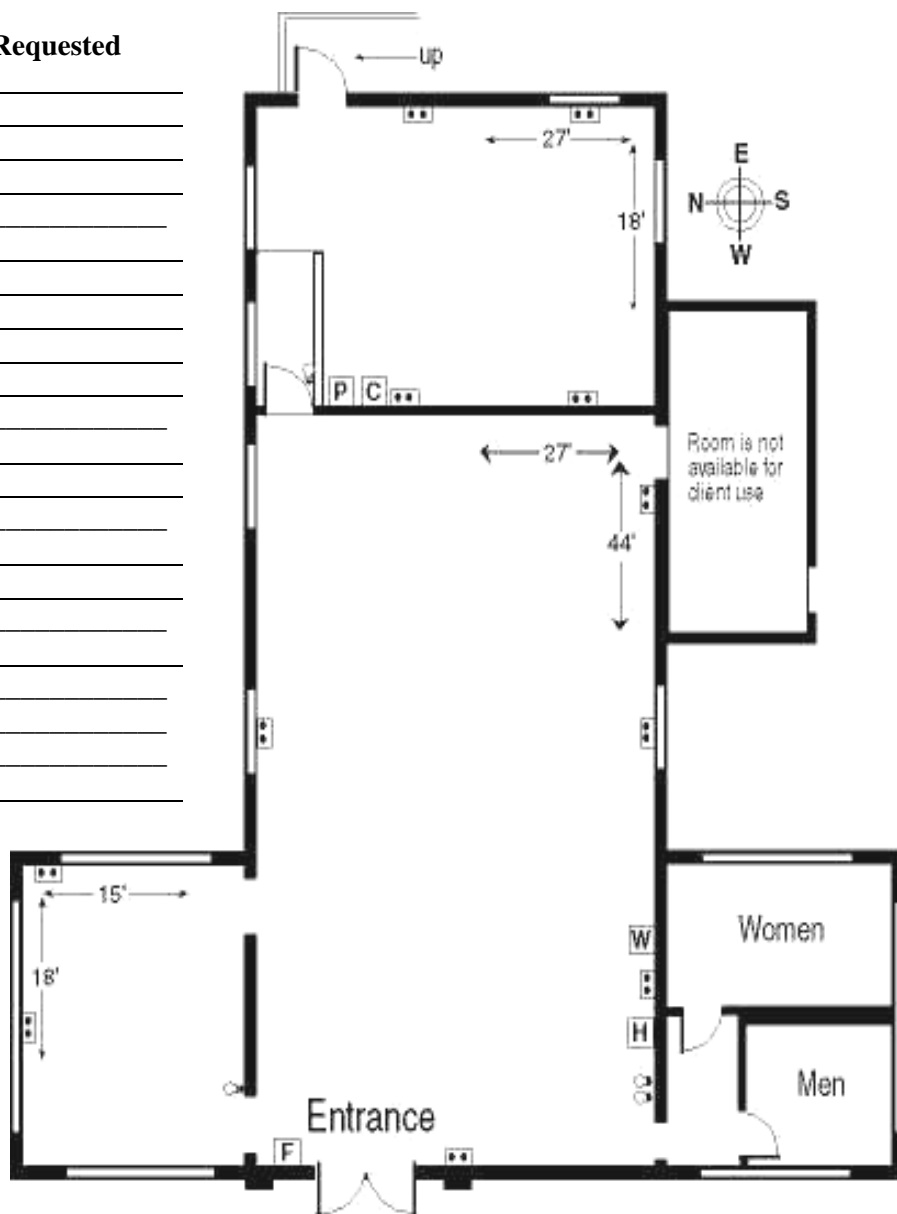
Tel. (415) 441-3400 Fax (415) 345-7580

Return this form by:	Event Date	
	Start	End
Organization	Contracted Time	
	Start	End
Event Title	Event Time	
	Start	End
Contact Person	Contact Phone	

**Please Note!** A \$25 charge will be deducted from your security deposit if this form is not received by the date indicated. There is no smoking in the building. Please do not remove equipment from the building. Building closes at midnight. There is no parking in the loading zone in front of the building.

Please specify the quantity desired and indicate placement of equipment on diagram. See attached cover sheet for additional information.

Equipment	Available	Requested
Chairs	125 max	_____
Coat rack	1	_____
Coffee Urn(s): 55 cup \$5 each	2	_____
Hot Water Urn: 33 cup \$5 each	1	_____
Dance Floor (15'x15') \$250	1	_____
Display Board (20"x 32")	1	_____
Easel(s) paper supplied \$25	2	_____
LCD Projector \$150	1	_____
Podium	1	_____
Phone line \$75	1	_____
Additional Line \$150(2 weeks notice)		_____
Projection Screen (6'x 6')	1	_____
Sound System & Mic. \$100	1	_____
Lavaliere Microphone	1	_____
Tables: (6'x 2 1/2')	20	_____
(6'x 1 1/2')	2	_____
(60" rounds)	10	_____
Tablecloths: White \$8/each		_____
Colored \$10/each		_____
Round \$10/each		_____
To the floor \$15/each		_____
TV/VCR/DVD \$100	1	_____



**Legend**

Courtesy Phone <span style="border: 1px solid black; padding: 0 2px;">C</span>	Light Switches <span style="display: inline-block; width: 10px; height: 10px; border: 1px solid black; border-radius: 50%;"></span>
Electrical Outlet <span style="border: 1px solid black; padding: 0 2px;">■</span>	Public Telephone <span style="border: 1px solid black; padding: 0 2px;">P</span>
Fire Extinguisher <span style="border: 1px solid black; padding: 0 2px;">F</span>	Water Cooler <span style="border: 1px solid black; padding: 0 2px;">W</span>
Heater Switches <span style="border: 1px solid black; padding: 0 2px;">H</span>	6'x 2 1/2 table to scale <span style="display: inline-block; width: 20px; height: 10px; background-color: #ccc; border: 1px solid black;"></span>