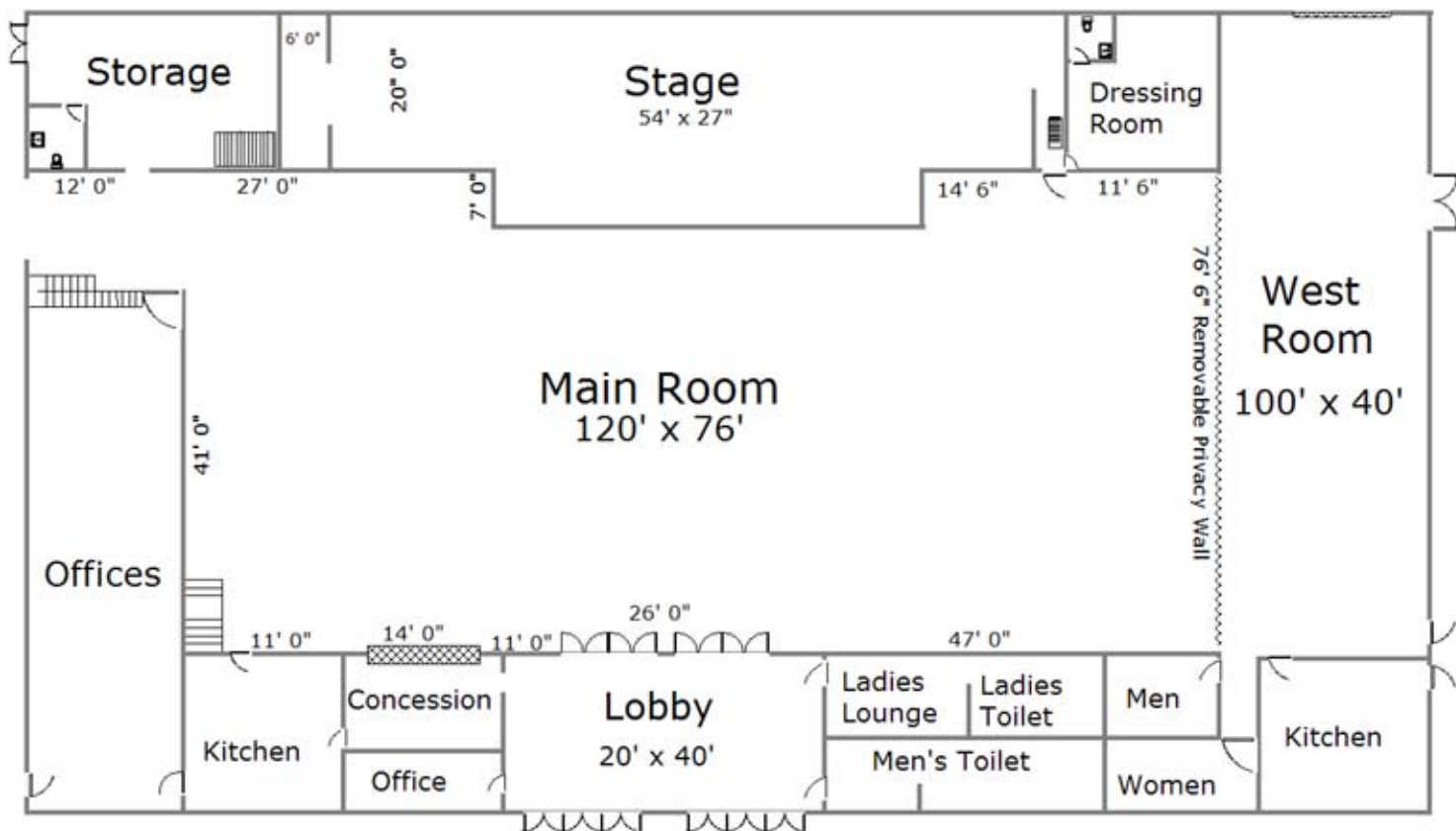


Following are two pages that detail the Civic Center floor plan and information sheet you are required to complete and return to the IPRD office.

You can print out both pages and hand fill them out if you prefer or if you like, you can fill out the information page from the browser and then print it.

To navigate the form, use the TAB key to advance to the next field. When you are finished, click on PRINT from the FILE menu at the top left of the page.

Thank you for choosing the Carl F. Grant Civic Center for your event.



CARL F. GRANT CIVIC CENTER  
FLOOR PLAN REQUEST FORM

This is **YOUR** special event. Informing us of the "who, what, where and when" will allow us to schedule our staff accordingly to ensure your event runs smoothly. The rental time is for eight(8) hours, including decorating, rehearsing and the scheduled event. The floor plan will be set up as you request by completing both pages of this form. On the reverse side, simply mark where you want tables and chairs arranged. Your floor plan is due in our office no later than one week prior to your event. There will be no exceptions. Otherwise, a standard floor plan will be set up and will not be changed by our staff the date of your event.

NAME OF LESSEE: \_\_\_\_\_

HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ MAIN HALL: \_\_\_\_\_ WEST HALL: \_\_\_\_\_ BOTH HALLS: \_\_\_\_\_

TIME OF EVENT: Beginning: \_\_\_\_\_ A.M./P.M. Ending: \_\_\_\_\_ A.M./P.M.

DECORATING TIME: Beginning: \_\_\_\_\_ A.M./P.M. Ending: \_\_\_\_\_ A.M./P.M.

(Please list names and phone numbers of designated coordinators: \_\_\_\_\_  
\_\_\_\_\_

FLORIST ARRIVING: \_\_\_\_\_ A.M./P.M. CATERER ARRIVING: \_\_\_\_\_ A.M./P.M.

Name & phone number: \_\_\_\_\_ Name & phone number: \_\_\_\_\_

MISCELLANEOUS DELIVERIES: \_\_\_\_\_ A.M./P.M.

Name & phone number: \_\_\_\_\_

NUMBER OF GUESTS EXPECTED: \_\_\_\_\_

NUMBER OF TABLES NEEDED: \_\_\_\_\_ (97 available. Tables measure 8' X 30" and seat 8 each.)

NUMBER OF CHAIRS NEEDED: \_\_\_\_\_ (800 available)

FIVE (5) 48" ROUND TABLES: \_\_\_\_\_ (Recommended for cake, punch or guest book)

PODIUM \_\_\_\_\_ PUBLIC ANNOUNCEMENT SYSTEM \_\_\_\_\_ PORTABLE BAR \_\_\_\_\_

DRAFT BEER BOX \_\_\_\_\_ Will accommodate two(2)kegs. Regulator provided. You must supply CO<sup>2</sup>\_bottle.

BALCONY SEATING NEEDED \_\_\_\_\_ (Seating for 300 available)

SPECIAL EQUIPMENT REQUESTS: Equipment with additional charges must be paid in advance prior to the date of your event.

PLATFORMS \_\_\_\_\_ \$10 EACH AND MUST BE PREPAID IN MAIN OFFICE  
(12 available platforms measuring 8' X 4' each and height can be adjusted from 1' to 4')

EVERYTHING YOU BRING IN MUST BE REMOVED FROM THE CIVIC CENTER IMMEDIATELY FOLLOWING YOUR EVENT. THIS INCLUDES DECORATIONS, GREENERY, PROPS, ETC. PLEASE INFORM YOUR BUSINESS DELIVERIES ALL MUST BE REMOVED BY 8 A.M. THE FOLLOWING MORNING. NOTHING WILL BE STORED. IPRD IS NOT RESPONSIBLE FOR ANYTHING LEFT BEHIND.

IF YOU NEED ASSISTANCE, PHONE 687-0641.  
OUR OFFICE HOURS ARE MONDAY THROUGH FRIDAY FROM 8 A.M. TO 4 P.M.