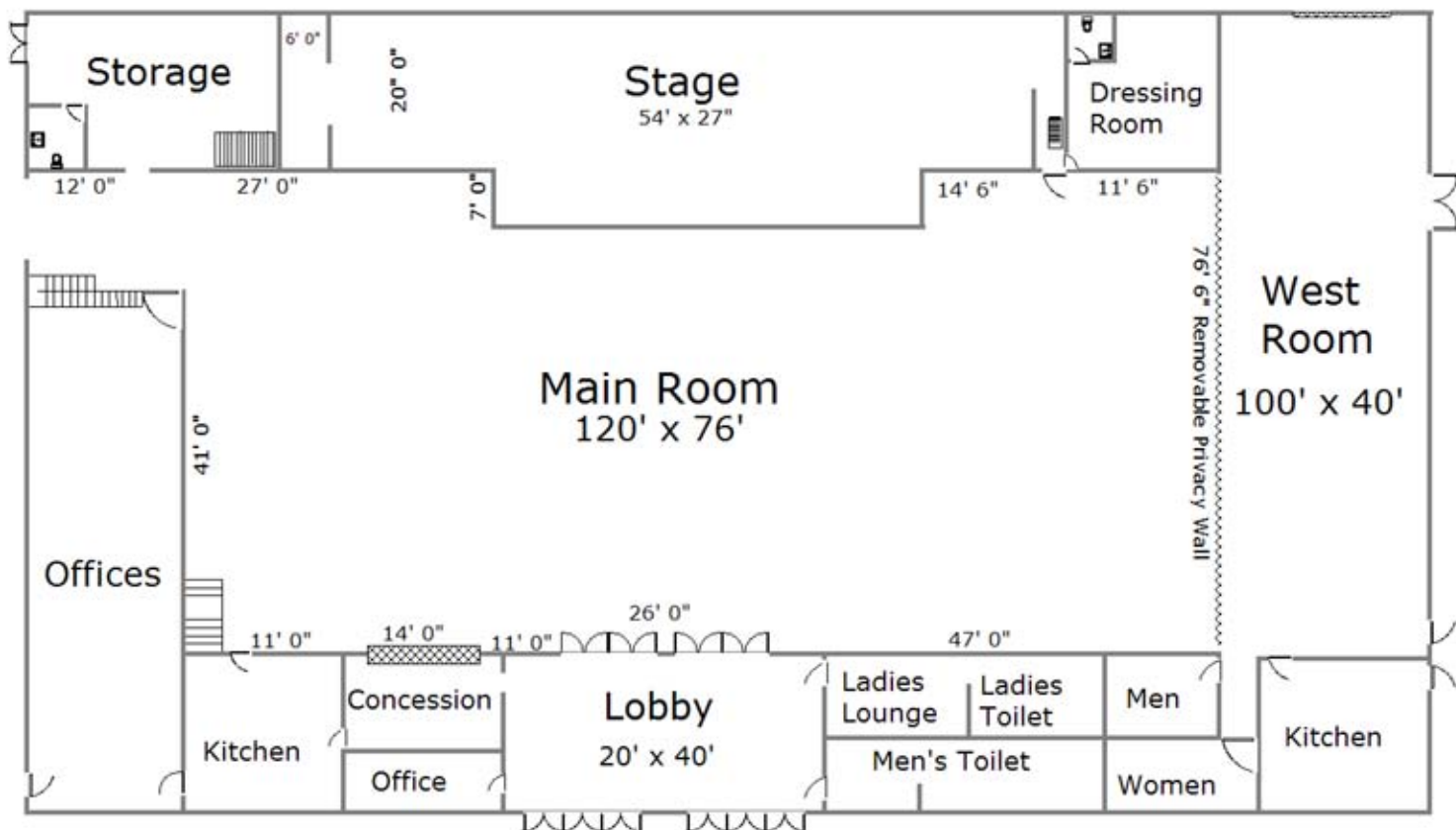


Following are two pages that detail the Civic Center floor plan and information sheet you are required to complete and return to the IPRD office.

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: _____ (700 available)

NINE (9) 48" ROUND TABLES: _____ - TWENTY (20) 60" ROUND TABLES: _____

(Recommended for cake, punch or guest book)

PODIUM _____ PUBLIC ANNOUNCEMENT SYSTEM _____ PORTABLE BAR _____

BALCONY SEATING NEEDED _____ (Seating for 150 available)

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

EVERYTHING YOU BRING IN MUST BE REMOVED FROM THE CIVIC CENTER IMMEDIATELY FOLLOWING YOUR EVENT. THIS INCLUDES DECORATIONS, GREENERY, PROPS, ETC. 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.