

# KPCH Event Set Up Sheet



Date of Event: \_\_\_\_\_

Room: \_\_\_\_\_

NAME: \_\_\_\_\_

CLUB/GROUP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE #: \_\_\_\_\_

SETUP TIME: \_\_\_\_\_

EVENT START TIME: \_\_\_\_\_

END TIME: \_\_\_\_\_

## ROOM SETUP REQUIREMENTS

Please use the backside of the form to draw a diagram of how you would like the room setup, including all the elements requested below

<p><b>Round Tables: (Limit 40 - No Dance Floor)</b> <b>(Limit 35 with Dance Floor)</b></p> <p># _____ Round Tables</p> <p># _____ Chairs (8 max per table)</p> <p># _____ Round Tablecloths, White (\$6.00 each)</p>	<p><b>8ft. Long Tables: (Limit 35 - 280 people)</b></p> <p># _____ 8 ft. Long Tables</p> <p># _____ 8 ft. Long Tablecloths (\$6.00 each)</p> <p># _____ 8 ft. Long Plastic Table Cover (\$2.00 each)</p> <p># _____ 8 ft. Long Table Skirts (\$6.00 each)</p> <p># _____ Chairs (8 max per table)</p>	<p><b>4 ft. x 4 ft. Card Tables:</b></p> <p># _____ Tables</p> <p># _____ Chairs per Table (4 max)</p>
<p>_____ BLEACHERS OUT    _____ Wheelchair Lift    _____ Platforms/Risers    _____ Art Panels    _____ Easels    _____ Music Stands</p>		

## KITCHEN:

<p>CATERING:    <input type="checkbox"/> Kings Point Catering (see attached F&amp;B Sheet)    <input type="checkbox"/> Outside Catering</p>		
<p>COFFEE:    # _____ Cups (\$1.65 per cup)</p>	<p># _____ Pots (Circle 30/50/100 cups)</p>	<p># _____ Coffee Carafes</p>
<p><i>DECAF ONLY (Minimum 30 cups) includes Styrofoam Cup, cream sugar, stirrer and napkin.</i></p>		
<p>Water/Ice:    # _____ Ice Chest</p>	<p># _____ Water Pitchers</p>	<p># _____ Ice Buckets</p>
<p>Misc:    # _____ Warming Ovens</p>	<p># _____ Trash Cans</p>	<p># _____ Table Numbers/Stands</p>
<p>Dishwasher: Y or N (\$35 per event)    Grill: Y or N (\$15 Propane Charge + Tax)    Helium: Y or N (\$45)</p>		

## For Office Use Only

<p>Non-Resident Room Rental Fees:</p> <p>_____ Club Room (\$200)</p> <p>_____ Banquet / Waterside (\$500)</p> <p>_____ Veterans Theater (\$1,500)</p>
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<p>\$ _____ Setup Total</p> <p>\$ _____ Kitchen / MISC Total</p> <p>\$ _____ Room Rental Total</p>
<p>Subtotal:</p> <p>7.5% Tax:</p> <p>TOTAL:</p>

Business Office Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# KPCH Event Set Up Sheet

## AUDIO / VISUAL

Note: Outside entertainment (bands, DJs, etc) are required to have Proof of Insurance OR signed Waiver of Liability on file with KP Business Office before date of event. Please contact Business Office if you have any further questions.

_____ Podium	_____ Wireless Microphone (1)	_____ Portable TV
_____ Portable Projector	_____ DVD Player (TV)	_____ Conference Phone
_____ Extension Cord(s)	_____ Powers Strip(s)	_____ Theater Projector & Screen

\*The following requires additional Vesta staff to facilitate:

_____ # Additional Wireless Microphones	_____ Theater DVD & Screen	_____ Cable TV (Theater only)
_____ Outside Entertainment** (Must have signed KP Waiver or Proof of Insurance)		_____ Theater Tablet Control (Pickup/Return @ Security Office)

\*\*Outside Entertainment must contact Scott Bergoch @ 813-387-3440 at least 7 days prior to event

## ROOM SETUP DIAGRAM

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

