

PELICAN

ATHLETIC CLUB

CONFERENCE ROOM RESERVATION FORM & USE AGREEMENT

RETURN TO PAC CONCIERGE: CLUBCONCIERGE@THEPAC.COM

APPLICANTS NAME:

DATE OF APPLICATION:

ORGANIZATION (if applicable):

CONTACT INFO: PHONE:

EMAIL:

CURRENT MEMBER:

YES

NO

ACCOUNT #:

EVENT INFORMATION

MEETING OR EVENT TITLE:

DATE OF EVENT:

TOTAL EXPECTED TO ATTEND:

IS THIS A REOCCURRING EVENT:

TIME OF EVENT:

BEGIN:

END:

WHEN WILL YOU ARRIVE FOR SET UP?

FACILITY SET-UP

PAC'S Conference Room is set up in a "Conference Style" setting with a maximum of 20 executive chairs. You may request a different layout, to be arranged by PAC STAFF before your meeting begins. **Conference room table is only to be moved by staff.**

DO YOU HAVE A LAYOUT REQUEST OTHER THAN CONFERENCE STYLE?

WILL YOU REQUIRE LCD PROJECTOR?

SCREEN IS AVLIABLE IN THE ROOM

WOULD YOU LIKE COMPLIMENTARY PITCHERS OF WATER?

WILL YOU REQUIRE FOOD AND BEVERAGE?

SEE ORDER FORM

PELICAN ATHLETIC CLUB only allows catering by PAC Cafe' for Conference Room Events and Meetings. No outside food will be permitted. See our menu for a list of options and pricing.

There is no HANDICAP access. Bathroom access located out of the back door to the left of the conference room.

PRICING

DAY (8am-5pm)

NIGHT (6pm-9pm)

ALL DAY (8am-9pm)

WEEKDAY:

\$150

\$100

\$200

WEEKEND:

\$150 (Any combination of hours from open to close.)

LCD PROJECTOR RENTAL:

\$25 (Rental price is for one hour to all day.)

By signing this agreement, the Renter agrees to save and hold harmless PAC , its owners, agents and employees, for any damages or injures arising out of the Renter's use of the facilities, equipment and/or services. The renter will also be responsible for any lost equipment or damages sustained to the facility.

SIGNATURE:

DATE: