

AUDIO VISUAL EQUIPMENT RENTAL FORM

DATE OF EVENT	DESCRIPTION	QUANTITY REQUESTED	RENTAL COST	TOTAL COST
	Microphone, handheld cordless		\$35	
	Microphone, lavalier		\$35	
	Screen, 12 foot motorized		\$25	
	Screen, portable		\$10	
	LCD Projector – standard VGA Connection		\$35	
	*HDMI Adapter – complimentary with projector rental			
	*MAC Adapter – complimentary with projector rental			
	Flip chart w/ markers		\$25	
	Easel		\$10	
	Staging – available in 4 X 8 sections, with 10”, 14”, or 30” legs		\$20	
	*Billed by the section – specify dimensions:			
	Laser Pointer		\$10	
	Podium			
	Conference Phone		\$25	
	Dance Floor – available in 4’ x 4’ sections (maximum of 36’ x 36’)		\$4	
	*Billed by the section – specify dimensions:			
	Vendor Tables, clothed and skirted		\$12	
	Ceiling Drape		\$200	
	Chair Covers, white, ivory, or black		\$2	
	White Folding Lawn Chairs		\$2	
	Tent – ask for quote			
			TOTAL	

No less than (14) days from the event, a client shall submit this request for equipment. Client accepts full responsibility for the care and return of leased equipment. Any rental costs associated with this agreement, to include rental, damage, and/or loss will be added to the client’s final invoice.

Signature _____

Date _____