

CALLAWAY ARTS AND CONFERENCE CENTER
500 CALLAWAY PARK WAY CALLAWAY, FL 32404
Office: (850) 874-0031/Fax: (850) 874-9977

Date of Event: _____
 Client Name: _____
 Contact Name: _____
 Telephone: _____
 Address: _____

<u>CALLAWAY RESIDENT/NON-PROFIT GROUP CHARGES:</u>	<u>Fri-Sun</u>	<u>Mon-Thur</u>	
Auditorium/Callaway Room Lg.-Full Day	\$385.00	\$192.50	\$ _____
Auditorium-1/2 Day	\$330.00	\$165.00	\$ _____
Kitchen Rental w/ Auditorium Rental	\$ 55.00	\$27.50	\$ _____
Kitchen Rental Only	\$110.00	\$55.00	\$ _____
Meeting Room/Florida Room Sm.-Full Day Rental Only	\$110.00	\$55.00	\$ _____
Additional Security Fee of \$50 per hr. minimum of four hours required if alcohol other than a champagne toast is to be served.	\$ 50.00 hr.	x _____	\$ _____
Overtime Charge (s) per hr. past 9pm	\$ 25.00 each	x _____	\$ _____
Clean Up Fee (per hour) (per employee)	\$25.00	x _____	\$ _____
Dance Floor	\$ 40.00		\$ _____
Projector Usage	\$ 40.00		\$ _____
Laptop Computer	\$ 40.00		\$ _____
Tablecloths	\$ 8.00 each	x _____	\$ _____
Cloth Napkins	\$.50 each	x _____	\$ _____
Skirts	\$ 8.00 each	x _____	\$ _____
Chair Covers	\$ 2.00 each	x _____	\$ _____
Chair Sash	\$.50 each	x _____	\$ _____
Chafing Dishes	\$ 6.00 each	x _____	\$ _____
Sterno	\$ 1.00 each	x _____	\$ _____
Coffee Maker 30/40 Cup	\$ 10.00 each	x _____	\$ _____
Beverage Dispenser	\$ 6.00 each	x _____	\$ _____
		Sub Total:	\$ _____
		6.8% FLORIDA SALES TAX:	\$ _____
		GRAND TOTAL:	\$ _____

No sales of alcohol permitted and no consumption of alcohol outside of the building. Client is responsible for complying with all Federal, State and local alcoholic beverages law, if applicable.

I fully understand I am responsible for cleaning the building, leaving it in the condition found prior to rental.

Clients Signature _____ Date _____

Payment Received by _____ Date _____