

**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: \_\_\_\_\_  
 \_\_\_\_\_

**NON-RESIDENT CHARGES: Hours 7am to 9pm**

	<u>Fri-Sun</u>	<u>Mon-Thur</u>	
Callaway Room	\$500	\$375.00	\$ _____
Florida Room	\$150	\$110.00	\$ _____
Florida Room /w Callaway Room Rental	\$125	\$90.00	\$ _____
<b>Additional Security Fee of \$50 per hr. minimum of four hours required if alcohol other than a champagne toast is to be served.</b>	\$ 50.00 hr.	x _____	\$ _____
Overtime Charge per hr. <b>9pm to Midnight</b>	\$30.00 hr.	x _____	\$ _____
Cleaning Fee Per hr.	\$30.00 hr.	x _____	\$ _____
Dance Floor	\$ 50.00		\$ _____
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	\$ 8.00 each	x _____	\$ _____
Sterno Fuel	\$ 2.00 each	x _____	\$ _____
Coffee Maker 30/40 Cup	\$ 10.00 each	x _____	\$ _____
Beverage Dispenser	\$ 6.00 each	x _____	\$ _____

Sub Total: \$ \_\_\_\_\_

SALES TAX 6.5%: \$ \_\_\_\_\_

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 understand that I am responsible for cleaning and leaving the building in the same condition as prior to the rental.**

Clients Signature \_\_\_\_\_ Date \_\_\_\_\_

Payment Received by \_\_\_\_\_ Date \_\_\_\_\_