

Pulaski Technical College

Rental/Catering Application

Today's Date: _____ Requested Date(s): _____

Billing Information:

Organization making application: _____

Contact Person: _____

Address: _____

Phone number: _____ Mobile: _____ Fax: _____

E-mail: _____

Requested event: _____ Recurring? _____

Start time: _____ End Time: _____ Number of Guest's: _____

Requested Room: _____ **Set Up Style:** _____ **Additional Info:** _____

Grand Hall A & B	Theater	U.S. Flag
Grand Hall A	Classroom	Any VIP's
Grand Hall B	Rounds	Mics/Stands
Private Dining	Conference Square	A/V Requirements
Wills Lecture Hall	Conference U	
Tom Steves	Trade Show	
Crain Community Room	Additional Tables/Chairs	
Foyer/Concourse		

Catering

Catering Needed: Yes _____ No _____

Breakfast: _____ Box Lunch: _____ Snacks: _____

Chef's Choice Meals:

Lunch; Buffet _____

Dinner; Buffet _____

Meat Choice	Serving Time
Chicken	
Pork	
Beef	
Fish	
Pasta	

Event Special Notes:

Dishes: Plastic or China

Table Cloths Yes _____ No _____

Table Skirts Yes _____ NO _____

I understand the policies and procedures of Pulaski Technical College for room rental and catering. I agree to abide by those policies.. I understand that failure to do so may result in the loss of rental privileges in the future and/or immediate cancellation of the activity.

Name: (please print) _____

Title: _____ Date: _____

Signature: _____