



Fairbanks North Star Borough

PARKS AND RECREATION

Pioneer Park

pioneerpark@fnsb.gov

Main: (907) 459-1087

Fax: (907) 459-1199

EVENT EQUIPMENT REQUEST FORM

Event Date: _____
User Group Name: _____
Event Title: _____
Arrival Date/Time for Set Up: _____

EACH EVENT INCLUDES: UP TO 150 CHAIRS, UP TO 25 TABLES & 2 MICROPHONES FOR FREE. DESIGNATE BELOW THE TOTAL (INCLUDING FREE EQUIPMENT) OF EACH ITEM NEEDED.

Equipment Description	Amount Available	Exhibit Hall	2nd Floor Exhibit Hall	Upper Level	Blue Room	Theatre	Cost per Item
Chairs	500						\$ 2
Tables-6' banquet style rectangular	90						\$ 5
Tables-30" Diameter Cocktail	9						\$ 5
Tables-36" Diameter Cocktail	9						\$ 5
Chalkboard-3' x 5' 2 Sided (on wheels)	1						\$ 5
Coat Hangers	300						\$ -
Coat Racks	2						\$ -
Easels	5						\$ 2
Expandable Divider Panels	7						\$ 20
Flag-United States of America	1						\$ 10
Flag-Alaska State	1						\$ 10
Follow Spot Light	1						\$ -
Grand Piano	1						\$ 50
In House Sound System*	1						\$ -
Lectern	2						\$ 10
Microphone Floor Stands	7						\$ -
Microphone Tabletop Stands	10						\$ -
Microphones-Wireless	5						\$ 5
Microphones-Corded	7						\$ 5
Mop & Bucket	1						\$ -
Portable PA System (Blue Room, Pioneer Hall, Outside ONLY)	1						\$ 25
Portable Laptop Projector	1						\$ 25
Projection Screens-6' x 6'	1						\$ 10
Projection Wall Screen 8' x 8'	1						\$ 10
Projection Wall Screen 12' x 12'	1						\$ -
Projection Screen 20' x 20'	1						\$ -
Risers 4'x8' ea. Up to 6=1/2 stage**	6						\$ 100
Risers 4'x8' ea. 6 or more=Full stage**	12						\$ 200
Stanchions w/ Ropes	8						\$ 2
Vacuum Cleaner	2						\$ -
White Board w/ Markers	1						\$ 2
50" TV (w/Blue Ray/DVD)	1						\$ -

*In House Sound System includes: Mixer board (16 channel), Pre-Amp & Amplifier, CD/Tape Player, Built In Speakers

** ATTACH A DIAGRAM OF STAGE CONFIGURATION IF REQUESTING ANY RISERS.

Catering Equipment Description	Available	Qty. Rqstd.
\$100 for one or more pieces		
Portable Serving Bar	2	
Rolling Serving Tables (stainless Steel)	2	
Salad Bar (open well to hold ice)	1	
Steam Tables (4 steam table pans each)	2	
Steam Table Pans	9	
Coffee Maker -2 Burner drip style***	3	
Coffee Pot-Percolator style-60 cup***	4	

*** COFFEE, CUPS, CONDIMENTS, AND SUPPLIES ARE NOT AVAILABLE.

When completed return to:
pioneerpark@fnsb.gov

