



PALACE THEATRE EQUIPMENT REQUEST FORM



Event Date: _____

User Group Name: _____

Event Title: _____

Arrival Date/Time for Set Up: _____

Equipment Description	Available	Requested	Cost per Extra
Chairs	100		\$ 2
Tables-6' banquet style rectangular	15		\$ 5
Tables-30" Diameter Cocktail	8		\$ 5
Coat Hangers	100		\$ -
Coat Racks	2		\$ -
Easels	2		\$ 1
Lectern	1		\$ 10
Microphone Floor Stands	2		\$ -
Microphone Tabletop Stands	2		\$ -
Microphones-Wireless	2		\$ 5
Microphones-Corded	2		\$ 5
PA System	1		\$ -
Portable Laptop Projector	1		\$ 25
Projection Screen-6' x 6'	1		\$ 10
48" TV (w/Blue Ray/DVD)	1		\$ -
Dust Mop/Mop/Bucket	1 each		\$ -

When completed return to:
pioneerpark@fnsb.us or fax to: 907-459-1199