



## Event form at DJCC or DJEC

<b>Event Date:</b>	
<b>Time:</b>	
<b>Rain Date:</b>	
<b>Facility: Please circle:</b> DJCC 900 E Broward or DJEC 1012 E Broward	
<b>Rental Price:</b>	
<b>Base Price \$500</b>	
<b>Membership Discount : \$360</b>	
<b>Total Rental Due to DJCC as agreed upon by Office Management : \$</b>	
<b>Event Name:</b>	
<b>Type of Event:</b>	
<b>Contact person:</b>	
<b>Phone Number</b>	
<b>Email Address:</b>	
<b>Amount of guests expected:</b>	
<b>Adults:</b>	
<b>Children:</b>	
<b>Start Time:</b>	<b>End time</b>
<b>Set up time:</b>	
<b>Break Down Time :</b>	
<b>Parking:</b>	
<b>Valet Company?</b>	
<b>Entertainment</b>	
<b>Company</b>	
<b>Type of entertainment</b>	
<b>Name :</b>	
<b>Number:</b>	
<b>DJ / Music</b>	
<b>Company</b>	
<b>Name</b>	
<b>Number:</b>	
<b>Caterer 1: please attach menu</b>	
<b>Delivery date and time:</b>	

<b>Caterer 2: please attach menu</b>	
<b>Delivery date and time:</b>	
<b>Wine or alcohol provided by:</b>	
<b>Delivery date and time:</b>	
<b>Waiters:</b>	<b>Bartenders?</b>
<b>How many?</b>	
<b>Company?</b>	
<b>Cost through DJCC / \$20 per hour min 6 hours</b>	
<b>Clean up Crew Mandatory</b>	
Cost of Clean up crew \$15 per hour to DJCC Minimum 5 hours : \$75	
<b>Tables:</b> indicate how many-needed	
<b>Round 60"</b>	
<b>Rectangular 8 ft</b>	
<b>Rectangular 4 ft</b>	
<b>Chairs</b>	
<b>Linens</b>	
<b>Napkins</b>	
<b>Vases and Décor</b>	
<b>be specific</b>	
<b>a fee of \$20 per vase will be charged for any broken or damaged vases</b>	
<b>Meat or Milk Menu ?</b>	
<b>Dishes:</b>	
<b>Wine Glasses;</b>	
<b>Silverware:</b>	
<b>Miscellaneous items needed from DJCC</b>	
<input type="checkbox"/>	<b>stirnos</b>
<input type="checkbox"/>	<b>chafing dishes</b>
<input type="checkbox"/>	<b>bowls</b>
<input type="checkbox"/>	<b>platters</b>
<input type="checkbox"/>	<b>serving ware</b>
<input type="checkbox"/>	<b>vases</b>
<input type="checkbox"/>	<b>glasses</b>
<input type="checkbox"/>	<b>pitchers</b>
<input type="checkbox"/>	<b>water urn</b>
<input type="checkbox"/>	<b>coffee tea</b>

<input type="checkbox"/> salt pepper shakers
<input type="checkbox"/> Other
<input type="checkbox"/> Other
<input type="checkbox"/> Other
<b>Miscellaneous Equipment :</b>
<input type="checkbox"/> Microphone
<input type="checkbox"/> Podium
<input type="checkbox"/> Projector
<input type="checkbox"/> Screen
<input type="checkbox"/> Sound system
<input type="checkbox"/> Music
<input type="checkbox"/> Curtains
<input type="checkbox"/> Décor
<input type="checkbox"/> Other
<input type="checkbox"/> Other
<b>Comments :</b>
<b>Total Amount due DJCC :</b>
<b>Rental fee:</b>
<b>Clean up crew:</b>
<b>Waiters:</b>
<b>Broken damaged items:</b>
<b>Other:</b>
<b>Total :</b>
<b>Signed by :</b>
<b>Date:</b>
<b>Signed by :</b>
<b>Date:</b>