

Event Rental Form for DJCC or DJEC

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Event Date:
Time:
Rain Date:
Facility: Please circle: DJCC 900 E Broward or DJEC 1012 E Broward
Please fill out separate forms for each facility .
Rental Price: Base Price \$1000 Membership Discount : \$770
For Financial assistance or other arrangements speak to Devorah: Total Rental Due to DJCC as agreed upon:
Facility rental price includes: use of our tables, chairs , linens, centerpieces, dishes, silver ware, chaffing dishes and other miscellaneous that we have. It DOES NOT include clean up fee. Tables will be set out prior to event : / your set up crew/ event planner and or caterer is responsible for set up and décor of tables unless otherwise arranged with DJCC.
Event Name:
Type of Event:
Contact person:
Phone Number
Email Address:
Amount of guests expected:
Adults:
Children:
Start Time: End time:
Set up time:
Break Down Time :
Parking: Valet Company?
Entertainment: Company: Type of entertainment:

Event Rental Form for DJCC or DJEC

Name :	
Number:	
DJ / Music	
Name	
Number:	
Caterer 1: please attach menu	
Delivery date and time:	
Caterer 2: please attach menu	
Delivery date and time:	
Wine or alcohol provided by:	
Delivery date and time:	
Waiters:	Bartenders?
How many?	
Company?	
Cost of waiters through DJCC / \$20 per hour min 6 hours :	
Clean up Crew Mandatory	
Cost of Clean up crew \$15 per hour to DJCC Minimum 5 hours: \$75	
DJCC Tables: indicate how many-needed	
Round 60" :	
Rectangular 8 ft :	
Rectangular 4 ft :	
Chairs :	
Linens :	
Napkins :	
Vases and Décor:	
Please Specify	
a fee of \$20 per vase/center peice will be charged for any broken or damaged vases	
Décor:	
Décor:	
Meat or Milk Menu ?	
Dishes:	
Wine Glasses;	
Silverware:	

Miscellaneous items needed from DJCC

- | |
|--|
| <input type="checkbox"/> stirnos |
| <input type="checkbox"/> chafing dishes |
| <input type="checkbox"/> bowls |
| <input type="checkbox"/> platters |
| <input type="checkbox"/> serving ware |
| <input type="checkbox"/> vases |
| <input type="checkbox"/> glasses |
| <input type="checkbox"/> pitchers |
| <input type="checkbox"/> water urn |
| <input type="checkbox"/> coffee tea |
| <input type="checkbox"/> salt pepper shakers |
| <input type="checkbox"/> Other |
| <input type="checkbox"/> Other |

Miscellaneous Equipment :

- | |
|---------------------------------------|
| <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"/> Décor |

Comments :

Please attach diagram of room set up:
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Total Amount due DJCC :

Rental fee:

Clean up crew:

Waiters:

Broken damaged items:

Other:

	Total :
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Signed by :

Date:

Signed by :

Date:

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