Date of Event

Person Responsible________________________ E-mail Address

Address

Daytime Telephone________________________ Evening Telephone

Purpose of the Event

**Set-Up Information – Circle all that apply:**
(You will be notified if a different configuration of space will be assigned due to multiple functions in the facility.)

<table>
<thead>
<tr>
<th>Conference Room</th>
<th>Set-Up</th>
<th>Table Set-Up</th>
<th>Chairs On One Side</th>
<th>Chairs On Both Sides</th>
<th>2 chairs per side</th>
<th>3 chairs per side</th>
<th>Regis. Table</th>
<th>Food Table #________</th>
<th>Head Table #________</th>
<th>Podium</th>
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</table>

With Tables

Without Tables

**Estimated Number of People Attending**

Total Number of Chairs__________ (240 total)

Total Number of Tables__________ (44 total) (Including food and registration tables. Tables are 2’X6’)

**Circle Number of Areas rented**

$150 One Conference Area $250 Two Areas $350 Three Areas $450 Four Areas

$25 Catering Kitchen $100 Damage Deposit ____________ Total (Double for 8 hr block)

I have read and will follow the policies for use of the Gaston County Citizens Resource Center. I also understand that I will be held responsible for any damages to the building or equipment. In addition, if this is a catered event I will have my caterer sign a copy of this agreement and will return the cater-signed copy at least two weeks before the event to the Cooperative Extension Service, 1303 Cherryville Hwy, Dallas, NC 28034 (Mailing address: Cooperative Extension Service, PO Box 1578, Gastonia, NC 28053.)

**Responsible Party Signature**

Date

I have read the reservation agreement form and agree that the time for all deliveries, preparation and cleanup time are part of the time reserved by the renter.

**Caterer Signature**

Date

The above party has completed the above reservation form and the space has been reserved with rental fee payment

**Extension Staff Member**

Date

Checks are to be made payable to Gaston County.

Mail, Email or fax Completed Form to:
NC Cooperative Extension Service
Cynthia Gustashaw Email: cynthia.gustashaw@co.gaston.nc.us
PO Box 1578 Fax: 704.922.2140
Gastonia, NC 28053 Phone: 704.922.2111