

# Instructions for reserving AV equipment from The Lodge

**Please use the following information on the request form:**

Group: **GOMA Tools Café**

Date of Request: *Day you submit the request*

Vendor: **Tool name same as Café application**

Booth: *Leave blank*

Power Show Date: *Leave Blank*

Audio Visual

Date to be installed: **Monday, June 10<sup>th</sup>, 2019**

Date to be removed: **Monday, June 10<sup>th</sup>, 2019**

Extra Labor Charges if applicable: select this option should you require additional assistance from the hotel or setting up something above and beyond just the monitor.

If you have additional questions pertaining to the hotel's Service Request Form, please contact

**Dave.Reed@MyFWC.com**



Property Operations  
Service Request Form

The Lodge At Gulf State Park  
21196 EAST BEACH BLVD  
GULF SHORES, AL 36542

Group: \_\_\_\_\_  
Date of Request: \_\_\_\_\_  
Vendor: \_\_\_\_\_  
Booth: \_\_\_\_\_

Email all requests to: **miles.mayforth@sbmg.com**  
Please cc: **dave.reed@myfwc.com**

| Power Show Date: _____                                | # Needed | If Ordered more than 14 days in advance | If Ordered less than 14 days of event | # of Days | TOTAL |
|---|----------|---|---------------------------------------|-----------|-------|
| Power Drop to include:<br>Powerstrip & Extension Cord | NA       | <del>\$40</del> per day                 | <del>\$80</del> per day               |           | NA    |

|  |    |                         |                         |  |    |
|--|----|-------------------------|-------------------------|--|----|
| Audio Visual<br>Date to be installed: _____<br>Date to be Removed: _____ |    |                         |                         |  |    |
| 50" LCD Monitor  |    | \$350 per day           | \$450 per day           |  |    |
| 60" LCD Monitor  |    | \$550 per day           | \$650 per day           |  |    |
| Hard Wired Internet  |    | \$100 per day           | \$200 per day           |  |    |
| Easels   |    | \$25 per day            | \$50 per day            |  |    |
| Flipchart Package with Markers   |    | \$55 per day            | \$110 per day           |  |    |
| Wireless Internet  | NA | <del>\$20</del> per day | <del>\$30</del> per day |  | NA |

|   |  |      |          |  |  |
|---|--|------|----------|--|--|
| Extra Labor Charges if applicable<br><i>These charges must be paid 3 days prior to event.</i> |  | \$75 | \$112.50 |  |  |
|---|--|------|----------|--|--|

*Billing Info:*

Type of Card: Amex Mastercard Visa Discover

Credit Card Number: \_\_\_\_\_

Name On Card: \_\_\_\_\_

Exp Date: \_\_\_\_\_

Security Code: (3 digit/4 digit) \_\_\_\_\_

Billing Address for Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ -

|                     |      |
|---------------------|------|
| SubTotal:           |      |
| 23% Service Charge  |      |
| Set up & Strike Fee | \$15 |
| 10% Tax             |      |
| Grand Total         |      |

*Cancellations received within 48 hours of scheduled delivery or "no shows" are subject to cancellation fee equal to full amount of order.*