

# BETTY T. FERGUSON RECREATIONAL COMPLEX

## EVENT WORK ORDER

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Type of Event
2. Number of Guests
3. Contact Person
4. Contact's Number
5. Date of Event
6. Time of Event (include set up & clean up time)
7. Location

CUSTOMIZE YOUR ROOM. EQUIPMENT INCLUDED IN RENTAL FEE.

- Round Tables (seats 8 to 9 persons per table) How many?
- Rectangular Tables (seats 4 to 6 persons per table) How many?
- Square Tables (seats 2 to 4 persons per table) How many?
- Black Folding Chairs How many?
- Comfort Seating Banquet Chairs (Auditorium only) How many?
- Comfort Seating Fitness Chairs (Exercise Studio A & B only) How many?

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|---|--|
| <input type="checkbox"/> Handheld Microphone                  | <input type="checkbox"/> Theater Seating                       |
| <input type="checkbox"/> Audio "Y" Adapter                    | <input type="checkbox"/> Eight (8) Chairs per Table            |
| <input type="checkbox"/> Portable Projector                   | <input type="checkbox"/> Nine (9) Chairs per Table             |
| <input type="checkbox"/> Screen & Projector (Auditorium only) | <input type="checkbox"/> Lectern w/ Microphone                 |
| <input type="checkbox"/> Multipurpose Field & Track w/ Lights | <input type="checkbox"/> Multipurpose Field & Track w/o Lights |

SPECIAL REQUESTS

BTFRFC Staff:

Date: