



FAME Conference & Expo Center
 1968 W. Adams Boulevard, Los Angeles, CA 90018
 Phone: (323) 730-7720 • Fax: (323) 737-5717 • Website: www.FAMEcorps.org

CONFERENCE CENTER RENTAL INFORMATION FORM

Organization: _____ **Phone:** (____) _____ - _____

Contact Person: _____ **Fax:** (____) _____ - _____

Billing Address: _____ **E-Mail:** _____

Room(s) Requested (Check all that apply)

<input type="checkbox"/> Board Room <input type="checkbox"/> Seats up to 17 around conference table <ul style="list-style-type: none"> Also useful as a breakout room or catering for larger meetings. 		<input type="checkbox"/> Conference Room <ul style="list-style-type: none"> Seats up to 6 around conference table 			<input type="checkbox"/> Conference Center <input type="checkbox"/> Room A: Seats up to 56 banquet style and 100 theater style <input type="checkbox"/> Room B: Seats up to 214 banquet style and 459 theater style <input type="checkbox"/> Combined: Seats up to 299 banquet style and 643 theater style		
		<input type="checkbox"/> Training Center: Suite 201 <ul style="list-style-type: none"> 1,132 SF, seats up to 85-150 conference style 					
Full Day \$350	Half Day \$250	Conf. Room	Full Day \$250	Half Day \$175	A	Full day \$600	Half Day \$400
		Suite 201	\$600	\$400	B	\$1,750	\$900
					A/B	\$2,200	\$1,200

Date(s) requested: _____ **Anticipated Attendance:** _____

Time: Beginning: _____ **Ending:** _____

Purpose of Meeting: _____

Will meals be served? Yes No **If yes, caterer:** _____

A \$250 cleaning fee is assessed if food is served. At the conclusion of your event, if professional cleaning is not required, the cleaning deposit will be refunded.

The following equipment is available. Select all that apply.

- | | | | |
|---|--|---|---------------------------------|
| <input type="checkbox"/> TV/VCR/DVD/Cable* | <input type="checkbox"/> Podium | <input type="checkbox"/> Flip Chart | <input type="checkbox"/> Easels |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Wireless Internet | <input type="checkbox"/> Chairs, No. needed: _____ | |
| <input type="checkbox"/> Dry-erase board (Board room only) | | <input type="checkbox"/> Tables: 6 Ft long, No. needed: ____; 66" round, No. needed: ____ | |
| <input type="checkbox"/> Projector Screen (Board room only) | | <input type="checkbox"/> Microphone* | |

A \$5.00 set-up fee will be assessed for each Table with 8 chairs or per every 8 chairs

Brief description of Conference Room setup: _____

Table and chair configuration: (See page 3 for detailed set-up)

- | | |
|--|--|
| <input type="checkbox"/> Theater style (chairs only) | <input type="checkbox"/> Classroom style (tables w/chairs on one side) |
| <input type="checkbox"/> Conference style (tables w/ chairs on both sides) | <input type="checkbox"/> Banquet style (round table w/ chairs) |

Room: _____ **Date of Event:** _____

*Cable and Microphone available with Conference Room A and/or B rental. Set-up fee may apply.



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ROOM RENTAL QUOTE SHEET

Date of Inquiry: _____
Contact Name: _____
Contact Number: (____) _____ - _____

Group/Company Name: _____ Mailing Address: _____ _____ Alternate Phone: (____) _____ - _____ Fax: (____) _____ - _____ E-Mail Address: _____

Office use only

Date of Event: _____ Day(s) of the week: _____
 Time of Event (Begin Time/End Time): _____
 Number of Guests: _____ Type of Event: _____
 Planned Activities: _____

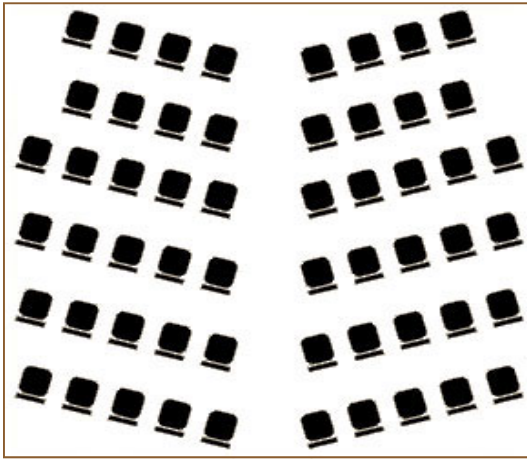
Client already has Client does not have **Liability Insurance**

Room Requested: _____	+ \$ _____
Set-up Fee:	+ \$ _____
Cleaning Deposit: <i>(if professional cleaning is not required, the cleaning deposit will be refunded)</i>	+ \$ _____
Security:	+ \$ _____
Audio/Visual Set-up:	+ \$ _____
Set-up needs: _____	+ \$ _____
Equipment Needs: _____	+ \$ _____
Total Quote:	+ \$ _____
Deposit (50% of Total Quote)	- (\$ _____)
Sub Total:	= \$ _____

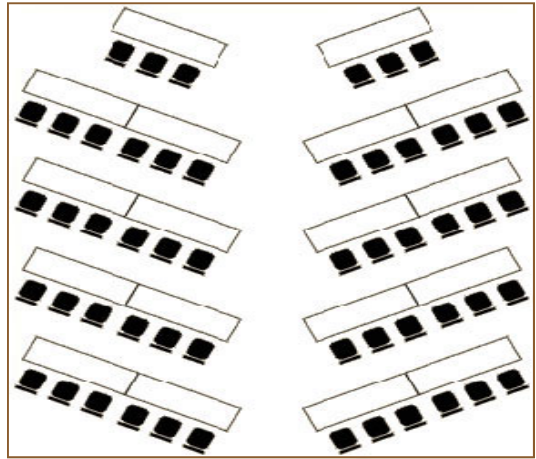
Comments/Questions: _____

THIS RESERVATION IS NOT CONFIRMED UNTIL THE RENTAL CONTRACT IS SIGNED AND RETURNED WITH A 50% DEPOSIT. FULL PAYMENT DUE ONE-WEEK PRIOR TO THE EVENT. THIS QUOTE IS ONLY AN ESTIMATE. FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

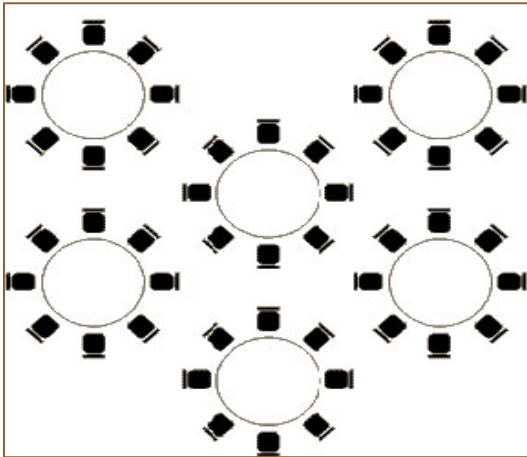
CONFERENCE & EXPO CENTER SEATING SCHEMATIC



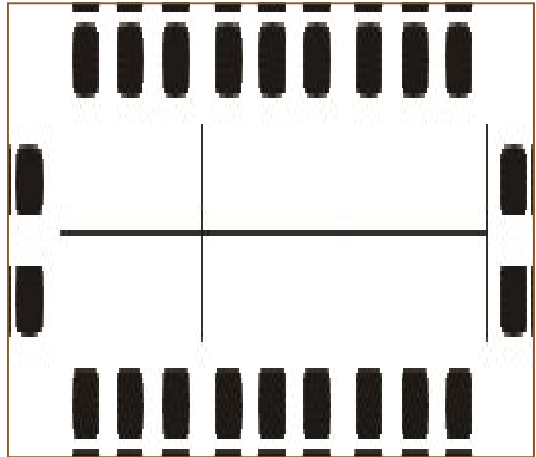
Theatre Style



Classroom Style



Banquet Style



Conference Style