



4855 Woodland Drive
Enola, PA 17025
(p) 717-763-0930
(f) 717-763-9732

Reservation Form

CLIENT INFORMATION:

Event Date: _____

Post as: _____

Client/Organization: _____

Address: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____

Booking Contact: _____

On-Site Contact (if different from above): _____

RATES:

_____ Full Day - \$225

_____ Half Day /Evening - \$175

_____ Full Day w/equipment – \$275*

_____ Half Day / Evening w/equipment - \$225*

_____ Computer Lab - Full Day – \$450

_____ Computer Lab – Half Day - \$300

_____ Webinar – \$99

_____ Lunchroom / kitchen only - \$150

Total Rental: \$_____

*** Rental with audio visual equipment:**

Screens, Microphone (sound system in room), Computer, DVD Player and Smart Board

ROOM SET-UP:

Classroom _____ Chevron _____ U-Shape _____ Computer Lab _____ Theater _____

Number of expected attendees: _____

(guaranteed count required 48 hrs. in advance of event.)



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TIMES:

What time do you require entry to the facility? _____

What is the start time of your event? _____

Please indicate what time you believe your event will conclude: _____

CATERING: All catering is provided by Premier Catering

Please indicate which of the following you would like to order, we will contact you for more specific information. An A.M. Break is available to you (through PSATS) at \$3.00 per person.

_____ A.M. Break, _____ Breakfast _____ Lunch, _____ P.M. Break
(coffee/water only - \$3.00 pp)

Total Rental Charge \$ _____

Total Catering Charge \$ _____

17% Service Charge \$ _____

GRAND TOTAL: \$ _____

A \$100 deposit is required to hold the space. This deposit is applied toward the total cost. You will be invoiced at the conclusion of the event for the remaining amount. _____
(initial)

All rentals and/or catering are subject to a 17% service charge.

Client agrees that it will indemnify and hold PSATS, its directors, officers and employees harmless from any and all claims, demands and actions arising out of the use of the premises and equipment by Client, its agents and employees, invitees or visitors except to the extent that such damage is the direct result of the negligence or acts of PSATS, its agents, employees, servants, contractors or subcontractors.

Requests to cancel from the Client must be received in writing at least 30 days before the scheduled event date. When written notice is received at least 15 days, but less than 30 days, before the scheduled event date, PSATS will be entitled to retain the Client's \$100 deposit. When cancellations are received less than 15 days before the scheduled event date, PSATS shall be entitled to payment of the full rental amount, unless the event is rescheduled. However, if a cancellation is due to a regional or national disaster, including extreme weather conditions, the Client will be entitled to cancel the event without charge.

Client Acceptance: _____ **Date:** _____

PSATS Acceptance: _____ **Date:** _____