



PURDUE@WESTGATE

Event:	<input type="text"/>		
Dates:	<input type="text"/>		
Start Time:	<input type="text"/>	End Time:	<input type="text"/>

**As of October 1, 2018, all cancellations must be made 48 business hours prior to the day and time of the reservation. There will now be a fee charged for late cancellations to cover the costs associated with setup and preparation. We thank you for your cooperation.*

Training Rooms

Number of Attendees	<input type="text"/>		
Room Setup <i>Classroom, u-shape, pods, etc</i>	<input type="text"/>		
		<u>Days</u>	<u>Total</u>
Single Room	\$250	<input type="text"/>	\$ <input type="text"/>
Double Room	\$350	<input type="text"/>	\$ <input type="text"/>

Room includes: Site and room accommodation (setup, tear down, cleaning), tables, chairs, instructor computer (if needed), whiteboard (if needed), projector and screen (if needed), portable sound system (if needed).

Training Room Materials

Please check all that apply

Projector and Screen	<input type="checkbox"/>		
Whiteboard <i>Includes markers and erasers</i>	<input type="checkbox"/>		
Polycom	<input type="checkbox"/>		
Portable Sound System <i>Includes speaker, microphone and stand</i>	<input type="checkbox"/>		
Flipchart Pad <i>Includes markers and easel \$25.00 per pad</i>	<input type="checkbox"/>	<u>Pads</u>	<u>Total</u>
		<input type="text"/>	\$ <input type="text"/>
Printing Capability <i>Billed after event Color \$0.15 per copy B&W \$0.04 per copy</i>	<input type="checkbox"/>		
Beverage Service <i>Billed after event Coffee \$7.00 per pot</i>	<input type="checkbox"/>		

Water \$0.50 per bottle

Catering Accommodation

\$100 per day. This fee allows for outside vendors to utilize our prep kitchen to prepare meals for your guests.
It includes access to our kitchen and its amenities, such as our commercial refrigerator, food warmer and ice machine.

Computer Requirements

Student

Instructor

Number of computers

<input type="text"/>	<input type="text"/>
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Number of days

<input type="text"/>	<input type="text"/>
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Total

<input type="text" value="\$"/>

\$10.00 per student computer, per day. Instructor computers are free.
If instructor is providing personal computer, please make sure it is **VGA, HDMI** compatible. If other, please advise.
We offer: Windows Media Player Classic, VLC Media Player, Windows 7 or 10; if you require a specific operating system, please let us know. What are your multimedia and/or software requirements? Does it require audio?
Please put in additional comments below.

IT Accommodations

Hours needed

Total

\$50.00 per hour. On site room support. If unsure how many IT hours needed; it can be billed after event.

Grand Total:

Other Comments or Requirements

X

X

Signature

Date

Contact Information

Company Name:

Name:

Address:

Phone Number:

Email:

What would you like your room signage to say?