



# The Historic Lorain County Transportation & Community Center

40 East Avenue, Elyria, Ohio 44035 • Phone (440) 329-5760 • Fax (440) 323-3357

## EVENT CHECK-LIST – SECTION I

<b>Client Name:</b>	<b>Event Date:</b>
<b>Organization:</b>	<b>Event Time:</b>
<b>Mailing Address:</b>	<b>No. of Guests:</b>
<b>Telephone No:</b>	<b>Email:</b>

Room Options	Weekday Rate			Evening/Weekend/Holiday Rate				Sub Total
	7:30-11:30	11:30-4:00	7:30-4:00	7:30-11:30	11:30-4:00	4:00-10:00	7:30-10:00	
#103 The Limited	<input type="checkbox"/> \$75	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150	<input type="checkbox"/> \$150	<input type="checkbox"/> \$200	<input type="checkbox"/> \$250	
#104 The 20th Century	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100	<input type="checkbox"/> \$125	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200	<input type="checkbox"/> \$250	<input type="checkbox"/> \$300	
#103/104 Combined	<input type="checkbox"/> \$175	<input type="checkbox"/> \$175	<input type="checkbox"/> \$200	<input type="checkbox"/> \$350	<input type="checkbox"/> \$350	<input type="checkbox"/> \$450	<input type="checkbox"/> \$550	
#128 Lakeshore	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150	<input type="checkbox"/> \$200	
#204 Empire	<input type="checkbox"/> \$30	<input type="checkbox"/> \$30	<input type="checkbox"/> \$55	<input type="checkbox"/> \$60	<input type="checkbox"/> \$60	<input type="checkbox"/> \$85	<input type="checkbox"/> \$110	
#206 Capitol Limited	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150	<input type="checkbox"/> \$200	
#204/206 Combined	<input type="checkbox"/> \$80	<input type="checkbox"/> \$80	<input type="checkbox"/> \$105	<input type="checkbox"/> \$160	<input type="checkbox"/> \$160	<input type="checkbox"/> \$235	<input type="checkbox"/> \$310	
#128/204/206 Combined	<input type="checkbox"/> \$130	<input type="checkbox"/> \$130	<input type="checkbox"/> \$155	<input type="checkbox"/> \$260	<input type="checkbox"/> \$260	<input type="checkbox"/> \$385	<input type="checkbox"/> \$510	
#103/104/128 Combined	<input type="checkbox"/> \$225	<input type="checkbox"/> \$225	<input type="checkbox"/> \$250	<input type="checkbox"/> \$450	<input type="checkbox"/> \$450	<input type="checkbox"/> \$600	<input type="checkbox"/> \$750	

ADDITIONAL SERVICES		
<input type="checkbox"/> Premium: past 10:00 p.m.	\$50.00/hour	
<input type="checkbox"/> Security	\$30.00/hour	
<input type="checkbox"/> Stage Set-Up/Take Down	\$30.00	
<input type="checkbox"/> AV Equipment Use	\$50.00	
<input type="checkbox"/> 1st Rental IT Use/Training	\$75.00	
<input type="checkbox"/> IT Technician	\$50.00/hour	
<input type="checkbox"/> Bartender: 1 per 100 guests	\$14.00/hour	
<input type="checkbox"/> Electronic Sign (advertising/slide)	\$50.00	

Final Subtotal

Grand Total

Client Approval \_\_\_\_\_
