



The Historic Lorain County Transportation & Community Center

EVENT CHECK-LIST – SECTION I

Client Name:		Event Date:	
Organization:		Event Time:	
Mailing Address:		No. of Guests:	
Telephone No.:		Email:	

Event Options Rate Wkdy. Rate Evg./Wknd./Hol. Rate Subtotal

Room Descriptions		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	
<input type="checkbox"/> #103; The Limited	NA	☐ \$75	☐ \$75	☐ \$100	☐ \$150	☐ \$150	☐ \$200	☐ \$250	
<input type="checkbox"/> #104; The 20th Century	NA	☐ \$100	☐ \$100	☐ \$125	☐ \$200	☐ \$200	☐ \$250	☐ \$300	
<input type="checkbox"/> #103/104 Combined	NA	☐ \$175	☐ \$175	☐ \$200	☐ \$350	☐ \$350	☐ \$450	☐ \$550	
<input type="checkbox"/> #128; Lakeshore	NA	☐ \$50	☐ \$50	☐ \$75	☐ \$100	☐ \$100	☐ \$150	☐ \$200	
<input type="checkbox"/> #206; Capitol Ltd.	NA	☐ \$50	☐ \$50	☐ \$75	☐ \$100	☐ \$100	☐ \$150	☐ \$200	
<input type="checkbox"/> #204; Empire	NA	☐ \$30	☐ \$30	☐ \$55	☐ \$60	☐ \$60	☐ \$85	☐ \$110	
<input type="checkbox"/> #206/204 Combined	NA	☐ \$80	☐ \$80	☐ \$105	☐ \$160	☐ \$160	☐ \$235	☐ \$310	
<input type="checkbox"/> #128/206/204 Combined	NA	☐ \$130	☐ \$130	☐ \$155	☐ \$260	☐ \$260	☐ \$385	☐ \$510	
<input type="checkbox"/> #103/104/128 Combined	NA	☐ \$225	☐ \$225	☐ \$250	☐ \$450	☐ \$450	☐ \$600	☐ \$750	

Additional Services		
<input type="checkbox"/> Premium: Past 10 pm	\$50.00/hr.	
<input type="checkbox"/> Sec. Dpst. (#103/104)	\$500.00	
<input type="checkbox"/> Sec. Dpst. (#128/206/204)	\$100.00	
<input type="checkbox"/> Security	30 x hrs.	
<input type="checkbox"/> Stage Set-up/Take-Down	\$30.00	
<input type="checkbox"/> AV Equipment	\$50.00	
<input type="checkbox"/> 1 st Rental IT Set-up: 1 hr.	\$75.00	
<input type="checkbox"/> IT Technician	50 x hrs.	
<input type="checkbox"/> Table Linen Rental	Call Us	
<input type="checkbox"/> Bartender: 1 per 100 gsts.	14 x hrs.	
<input type="checkbox"/> Electronic Sign	\$50.00/mn.	

FINAL SUBTOTAL:

GRAND TOTAL:

Client Approval: _____
