



Sarah Benedict House Rental Checklist

Date of Inquiry:	
Name:	
Company:	
Telephone:	
Fax:	
Email:	
Type of Event:	
Date of Interest:	
Time Period of Interest:	
How many guests expected?	
How did you find out of SBH?	
Interested in what rooms?	<input type="checkbox"/> Garden <input type="checkbox"/> Terracotta <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Library <input type="checkbox"/> First Floor <input type="checkbox"/> First Floor/Garden <input type="checkbox"/> Room/Garden
Are you a member of the CRS?	Yes of No If no, which level are they interested in joining? <input type="checkbox"/> Student (10) <input type="checkbox"/> Individual (35) <input type="checkbox"/> Dual/Household (55) <input type="checkbox"/> Non-Profit (75) <input type="checkbox"/> Corporate Partner (150)
Caterer Reference:	Yes of No
Security Assistance:	Yes of No
Media Equipment Assistance:	Yes of No If yes, which item will be needed? <input type="checkbox"/> Laptop <input type="checkbox"/> Screen <input type="checkbox"/> Flip Chart <input type="checkbox"/> PowerPoint Projector <input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> VCR <input type="checkbox"/> Telephone
CRS Furniture:	Tables: Round _____ Rectangle _____ Bistro Sets _____
Is there a set budget for this event?	Yes of No, If yes, what is it? _____
Set up/closing assistance?	Yes of No
Appointment to view SBH/Garden:	Yes of No If yes, When/ _____
Notes:	