



4855 Woodland Drive  
Enola, PA 17025-1291  
(717) 763-0930 (Phone)  
(717) 763-9732 (Fax)

## Reservation Form

### Client Information

Event Date: \_\_\_\_\_

Client/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Booking Contact: \_\_\_\_\_

On-Site Contact (if different from above): \_\_\_\_\_

### Rental Rates

\_\_\_\_\_ Full Day - \$225

\_\_\_\_\_ Half Day - \$175

\_\_\_\_\_ Full Day w/LCD – \$275 \*  
(LCD unit includes equipment in box below  
marked with an asterisk).

\_\_\_\_\_ Half Day w/LCD - \$225

\_\_\_\_\_ Computer Lab - Full Day – \$450

\_\_\_\_\_ Computer Lab – Half Day - \$300

Total Rental: \$ \_\_\_\_\_

### Rental includes the following audio visual equipment:

\_\_\_\_\_ Flip Chart w/markers

\_\_\_\_\_ Microphone

\_\_\_\_\_ VCR \*

\_\_\_\_\_ DVD Player \*

\_\_\_\_\_ Screen \*

\_\_\_\_\_ Document Reader (Overhead) \*

\_\_\_\_\_ Computer \*



**Room Setup:**

Classroom \_\_\_\_\_ Chevron \_\_\_\_\_ U-Shape \_\_\_\_\_ Computer Lab \_\_\_\_\_ Theater \_\_\_\_\_

**Breaks:** (Supplied by PSATS)

\_\_\_\_\_ AM Break - \$3 pp      \_\_\_\_\_ PM Break - \$3 pp      \_\_\_\_\_ AM & PM Breaks - \$5 pp

Total Breaks: \$ \_\_\_\_\_

**Lunches:** (Caterer Available)

\_\_\_\_\_ Deli Lunch Buffett      \_\_\_\_\_ Hot Lunch Buffet

*\*Catering costs vary based on selection and number of attendees.  
PSATS will call you to make arrangements.*

**Catering:** Quote given by caterer.

Total Catering Charge \$ \_\_\_\_\_

17% Service Charge \$ \_\_\_\_\_

**GRAND TOTAL:** \$ \_\_\_\_\_

**Client Acceptance:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PSATS Acceptance:** \_\_\_\_\_

**Date:** \_\_\_\_\_