



Rental and Associated Costs Form

901 Reynolds Street Augusta, GA 30901 Phone: 706-823-8900 Fax: 706-724-0044

Customer or Firm Name: _____	Event Dates: _____
Mailing Address: _____	Event Show Name: _____
City, State, Zip: _____	Phone: _____
Authorized Signature: _____	Fax: _____
Email Address: _____	BOOTH # <div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto;"></div>

Equipment Available for Rent	Quantity	Floor Rate	Total
Chairs		\$1.00/Daily	
Tables (no linen) 6' round/schoolroom		\$15.00/Daily	
Tables Classroom		\$10.00/Daily	
Tables 6'x30"		\$10.00/Daily	
Riser 4'x8'		\$25.00/Daily	
Stage (24'x16' or 32'x18')		\$300.00/Daily	
Stage (32'x24')			
Paper/pads, pencils (meeting set only schoolroom)		Complimentary	
Dance Floor 20'x20'		\$300.00/Daily	
Visqueen/Plastic		\$20.00/per Car	
		Subtotal	\$
		Tax (8%)	\$
		Total	\$

NOTE: All prices are a per day charge.

Additional discounts may apply for groups with guestroom blocks and catered events. Please contact your sales representative.

Exhibit Hall Rental	\$4,000.00
Move in/set up day	\$2,000.00
Half Hall Rental	\$2,000.00
Half Hall Move in/Set up day	\$1,000.00

Hall Rental

- One (1) standard set – Schoolroom or Theatre
- Two (2) Risers
- One (1) Head Table – maximum 6 people
- Five (5) 6' tables (no linens) and 10 chairs
- *Rate for a second set/same day is ½ of daily rental

Concession Stand Minimums

- One attendant – prepackaged food and beverage only – minimum \$500 (4 hours)
- Two attendants – see menu for offerings – minimum \$1,000.00 (4 hours)

Catering Functions

- 6' rounds of 10 chairs
- White or black table linen – 14 days in advance
- White or black napkins – 14 days in advance
- Two (2) risers
- Head Table for 6 people (on riser)
- Tabletop Podium

Payment Information

Make checks payable to: **Augusta Marriott at the Convention Center.**
 CC: _____ Exp: _____
 CVV (3 digit code on the back): _____
 Personal CC Company CC Check Cash
 Billing Address: _____
 Amount Authorized to be Charged: _____
 Print Name: _____
 Signature: _____
 Hotel Room # _____

Please send this completed form with payment (Check, AmEx, MasterCard or Visa) to the above address.
 Make checks payable to: **Augusta Marriott at the Convention Center.**