

# Historic Jonesborough Visitors Center

## RENTAL INFORMATION SHEET



117 Boone Street,  
Jonesborough, TN 37659

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## RENTAL INFORMATION SHEET

Status (check one):

☐ Pending ☐ Confirmed ☐ Repeat Client

### GENERAL INFORMATION

Today's Date: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Name of Group / Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

EVENT DETAILS	RENTAL SPACE REQUESTED
Type of Event: _____	<input type="checkbox"/> Auditorium
Event Hours: _____	<input type="checkbox"/> Community Room
Number of Guests Expected: _____	

## Hourly Rates:

**Auditorium: \$40-\$65/hr (C) | \$60-\$80/hr (B)**

**Community Room: \$20-\$30/hr (C) | \$25-\$35/hr (B)**

## CHARGES

Item	Hours / Qty	Amount
<b>Auditorium (incl. setup &amp; teardown)</b>		
<b>Community Room (incl. setup &amp; teardown)</b>		
<b>Full Day Package - \$650 (Auditorium 8am-11pm)</b>		
<b>Tables - \$5 each (6' or 8' rectangular / 60" round)</b>		
<b>Podium - \$15</b>		
<b>Sound System / Microphones - \$10 each</b>		
<b>8' x 16' Stage - \$75</b>		
<b>Projector &amp; Screen - \$15</b>		
<b>Laptop - \$15</b>		

**TOTAL AMOUNT ESTIMATED: \$**\_\_\_\_\_

**NOTES FOR SET-UP:**

