

Historic Jonesborough Visitors Center

RENTAL INFORMATION SHEET



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

TOTAL AMOUNT ESTIMATED: \$_____

NOTES FOR SET-UP:

