



Audio Services Request Form

Please return via

Fax 891-3874

Email Mario.Palmentieri@talgov.com

Date of Request: _____

A. General Information

1. Name of Event: _____ Date of Event: _____

Location of Event: _____

Set up Time: _____ Event Start Time: _____ Tear Down Time: _____

2. Name of Applicant or Applying Organization: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (H): _____ (W): _____ (Mobile): _____

Fax: _____ Web Site: _____

Email Address: _____

FEID #: _____

Tax Exemption Certificate #: _____

B. Service Needs

1. Please circle the type of event:

Speaking Engagement

Musical Performances

2. Please list any additional services that may be needed:

3. Please list any other notes of importance (Technician request, location specifics, etc.)

The City will charge the following rates: legally recognized non-profit organizations holding a public event will be charged fifteen dollars and fifty cents (\$15.50) per hour per one Technician. All other organizations and private events will be charged one hundred and three dollars and fifty cents (\$103.50) per hour both with a two-hour minimum. Billable time will be accrued from Technician's clock in to clock out time with partial hours being rounded up to the next hour for billing purposes.

FOR OFFICE USE ONLY

STAFF ASSIGNED: _____

____ PROFIT

PROPOSED START _____ PROPOSED END _____

____ NON-PROFIT

APPROVED _____ ACTUAL HOURS _____

____ WAIVED

INVOICED ON DATE _____

____ CITY EVENT

PAID ON DATE _____