



# Audio Services Request Form

Please return via

Fax 891-3874

Email Shannon.Nazzal@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: \_\_\_\_\_

Non-Profit Status ID#: \_\_\_\_\_

Tax Exemption Certificate #: \_\_\_\_\_

## B. Service Needs

1. Please list all services that will be needed (i.e. sound system, mult box, podium, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The City will be charging the following rates: legally recognized non-profit organizations holding a public event will be charged thirty dollars (\$30) per hour for a Senior Technician and fifteen dollars (\$15) per hour for a Technician. All other organizations and private events will be charged one hundred dollars (\$100) 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 full hour for billing purposes.

### FOR OFFICE USE ONLY

\_\_\_\_ PROFIT

\_\_\_\_ NON-PROFIT

\_\_\_\_ WAIVED

\_\_\_\_ CITY EVENT

STAFF ASSIGNED: \_\_\_\_\_

PROPOSED START \_\_\_\_\_ PROPOSED END \_\_\_\_\_

APPROVED \_\_\_\_\_ ACTUAL HOURS \_\_\_\_\_

INVOICED ON DATE \_\_\_\_\_

PAID ON DATE \_\_\_\_\_