



4855 Woodland Drive
Enola, PA 17025-1291
(717) 763-0930

Reservation Form

Client Information

Event Date: _____

Client/Organization: _____

Address: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____

Booking Contact: _____

On-Site Contact (if different from above): _____

Rental Rates

_____ Full Day - \$225	_____ Half Day - \$175
_____ Full Day w/LCD – \$275 * (LCD unit includes equipment in box below marked with an asterisk).	_____ Half Day w/LCD - \$225
_____ Computer Lab - Full Day – \$450	_____ Computer Lab – Half Day - \$300
_____ Webinar – \$99	
	Total Rental: \$ _____

Rental includes the following audio visual equipment:

_____ Flip Chart w/markers	_____ Microphone
_____ VCR *	_____ DVD Player *
_____ Screen *	_____ Document Reader (Overhead) *
_____ Computer *	



Room Setup:

Classroom _____ Chevron _____ U-Shape _____ Computer Lab _____ Theater _____

Number of expected attendees: _____

Breaks: (Supplied by PSATS) _____ Coffee/Tea \$2.00/person _____ Water/Soda \$.75/person

Total Breaks: \$ _____

Lunches: (Supplied by Premier)

_____ Deli Lunch Buffett _____ Hot Lunch Buffet

**Catering costs vary based on selection and number of attendees.
PSATS will call you to make arrangements.*

Catering: Quote given by Premier.

Total Catering Charge \$ _____

17% Service Charge \$ _____

GRAND TOTAL: \$ _____

Client Acceptance: _____

Date: _____

PSATS Acceptance: _____

Date: _____