



2301 Bancroft Way ♦ Berkeley, CA 94720 ♦ Phone: (510) 643-8036 ♦ Fax: (510) 642-0990

### SAMPLE EVENT QUOTE - Based on 400 People

#### EVENT DETAILS

**EVENT DATE:**  
**EVENT TIME:** 3 hours, Time: TBD  
**FACILITY:** Underhill  
**TYPE OF EVENT:** Tailgate  
**# of PARTICIPANTS:** 400  
**ALCOHOL?** yes  
**FOOD?** yes

#### BILL TO

**Organization:**  
**Contact Name:**  
**Address:**  
  
**Phone:**  
**Fax:**  
**Email:**

<b>Operational and Staffing Costs:</b>		
		<b>Total</b>
Field Rental		\$2,000
Field Covering - 5,000 sq. ft.		\$3,602
Event Staff - Three(3)		\$245
Security - Two(2)		\$457
Custodial - Two(2)		\$188
Portable Toilets - Five(5)		\$564
Parking - Ten(10) Permits		\$250
<b>Total Cost</b>		<b>\$7,306</b>

<b>Deposit &amp; Final Payment</b>		
<b>Deposit - 50% of Total</b>	<b>Due:</b> Required to Hold Reservation	<b>\$3,653</b>
<b>Final Payment</b>	<b>Due:</b> 30 days before event date	<b>\$3,653</b>

#### **Quote Approval:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization: \_\_\_\_\_

#### **Terms & Conditions**

\*Reservations are taken on a first come, first served basis. Reservation is not guaranteed until deposit is received

\*Certificate of insurance, food and alcohol permits required

\*In the event of rain, the renter is responsible for tenting venue space if the renter chooses to host event inclement weather. Rain plan to be confirmed at least six days out.

\*All rates subject to change. All payments and deposits are non-refundable

\*Parking available for an additional charge of \$25 per space up to 50 spaces

\*All events are subject to approval by UCPD. UCPD will determine the required amount of Security for each event on a case to case basis. The renter is responsible for all security costs

\*Preferred equipment vendor - Classic Party Rentals - Contact Ginger (650) 652-0400