



WEST PLAZA

Capacity: 1000

NAME:

CONTACT PHONE:

EVENT DATE:

SET-UP TIME:

START TIME AND DURATION OF EVENT:

To complete this form electronically, please save it to your computer before filling it out. Please clearly note preferred set-up configuration on the diagram.

Diagrams must be submitted no later than 2 weeks prior to the event or additional fees will be charged. Additional fees may apply if room set-up is altered from agreement.

- Equipment Available for Rent (see rental schedule):
- 200 Gold Chivari Chairs
 - 10 Highboy Tables
 - Dance Floor

Please submit completed diagram attn: Capitol Scheduling (fax) 801.538.3221 or capitolscheduling@utah.gov

