

CLIENT SERVICES & EQUIPMENT FORM

www.c2eventvenue.com
502-585-5752

C2 Event Venue and Conference Center
225 E. Breckinridge Street
Louisville, KY 40203



Credit card information is ONLY accepted in person or with an completed credit card authorization form. For additional information, or the requirements needed for credit card payment, call 502-785-0815 and speak to the Managing Director of Operations.

CLIENT CONTACT INFORMATION	
Event Name:	Event Date:
Company Name:	Event Time:
Contact Person:	Email:
Mailing Address:	Set-up Date:
Phone:	Set-up Time:

ITEM	Rate	Qty	Total
STAGE			
8-Foot Table	\$10		
6-Foot Table	\$10		
60" Round Table	\$10		
SEATING w/chair covers			
Banquet Chairs	\$6		
Bar Chairs (high back)	\$6		
Bar Chairs (stool)	\$6		
Bar Chairs (wooden)	\$6		
Couches	\$100 each		
TABLES w/o tablecloths			
8-Foot Table	\$10		
6-Foot Table	\$10		
60" Round Table	\$10		
Round Cocktail Table	\$10		
Round Bar Table	\$10		
Square Bar Table	\$10		
30" Half Round Table	\$10		
30" Serpentine Table	\$10		
2-foot Circle Table	\$10		
3-foot Rectangle Table	\$10		
MISCELLANEOUS			
Extension cords	\$5		
Easel	\$10		
Garmet Rack w/ Hangers	\$25		
Tensa Barrier	\$10 each		

Item	Rate	Qty	Total
TABLE LINEN			
8-Foot Stretch - Black	\$12		
6-Foot Stretch - Black	\$12		
Table Skirt - Black	\$12		
80x90 - Black	\$10		
90" Round - Black	\$12		
72x72 - Black/White	\$10		
85x85 - Black	\$10		
54x120 - Black	\$12		
60" Round - Blk/White	\$12		
90x156 - Blk/White/Beige	\$12		
90x132 - Beige	\$12		
52x114 - Beige	\$12		
84x156 - Ecru WP	\$12		
Paisley topper	\$15		
Orange Topper	\$15		
Beige Topper	\$15		
Special Request Colors	\$15		
GENERAL LABOR			
Security	\$35/Hr		
Parking Lot Detail	\$20/Hr		
A/V Technician	\$35/Hr		
Lighting Technician	\$20/Hr		
Audio Technician	\$35/Hr		
Live Streaming Technician	CALL		
Videographer/Photographer	CALL		
Bartender	\$35/Hr		
Servers	\$25/Hr		
Support Staff (FOH)	\$25/Hr		
Ushers/Bade Checker	\$15/Hr		

COLUMN 1 TOTAL			
COLUMN 2 TOTAL			
GRAND TOTAL			

All service and order requests must be completed at contract signing. If room set-up is changed due to an increase in equipment ordered, a fee of \$3.00 per person per the estimated attendance may be charged. All general labor charges have a 2-hour minimum. Orders received less than 36 hours prior to your event may not be installed in time. Prices are subject to change without notice.

If you prefer to pay by check, please complete this form, make your check payable to: GELS CO, Inc and mail to address below:
C2 Event Venue | Attn: FINANCE DEPT. | 822 South Floyd Street | Louisville, KY 40203

