

## 2017 BMCC Bid Worksheet

<b>Organization Name</b>							
<b>Date of Event</b>			<b>Event Type</b>		<b># of Attendees</b>		
<b>Event Contact</b>				<b>Contact Phone</b>			
<b>Contact E-mail</b>				<b>Event Hours</b>			
<b>Bid Date</b>			<b>Facility open/close</b>				
<b>Facility Fees</b>	<b>Fee / Hour</b>	<b>Hours</b>	<b>Cost</b>	<b>Miscellaneous</b>	<b>Fee</b>	<b>Units</b>	<b>Cost</b>
Banquet Hall	\$ 35.00		\$ -	Rectangle Tables	\$ 6.00		
Classrooms	\$ 18.00			Round with 8-10 chair	\$ 12.00		\$ -
				Chairs	\$ 0.50		\$ -
Kitchen Use (Caterer's time in)	\$ 15.00		\$ -	Sound System/Mics	\$ 25.00		\$ -
Kitchen - Food Storage (per day)	\$ 25.00		\$ -	Stage	\$ 35.00		\$ -
	<b>TOTAL FACILITY</b>		<b>\$ -</b>	Projector	\$ 35.00		\$ -
				Screen	\$ 20.00		\$ -
	<b>TOTAL FACILITY</b>			TV	\$ 5.00		\$ -
	<b>TOTAL MISCELLANEOUS</b>			Podium	\$ 10.00		\$ -
	<b>ADMIN FEE (20%)</b>			Bar	\$ 50.00		\$ -
	<b>TOTAL BID</b>			Bottled Water	\$ 2.00		\$ -
				Napkins	\$ 0.75		\$ -
<b>Bill To:</b>				Tablecloth	\$ 5.00		\$ -
<b>Organization Name:</b>				Table Skirts	\$ 5.00		\$ -
<b>Contact Name:</b>							
<b>Contact Email:</b>				Set-Up/Tear-Down	\$ 15.00		\$ -
<b>Street Address:</b>				Hosting Time	\$ 14.00		\$ -
<b>City, State, Zip:</b>				Security	\$ 25.00		\$ -
					<b>TOTAL MISC</b>		<b>\$ -</b>

\*Prices effective December 2017