



One Ocean Boulevard * Long Branch, NJ 07740

Phone: 732-571-5757

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AV REQUEST FORM - 2017

RETURN FORM WITH CREDIT CARD

OR COMPANY CHECK:

Ocean Place Resort & Spa (Attn: PSAV)
One Ocean Blvd. Long Branch, NJ 07740

(Please make checks payable to: Ocean Place Resort & Spa)

RETURN NO LATER THAN: _____

2 weeks prior to event

(After above date, late order applies)

Today's Date :

Company Name: _____

On-Site Contact: _____

Contact Name: _____

Event Name: _____

Street Address: _____

Event Date(s): _____

Phone: _____

Room/Booth: _____

Authorized Signer: _____

ITEM	# Needed (per day)	REGULAR PRICE (per day)	LATE ORDERS (per day)	# DAYS NEEDED	COST
Power Drop - 120 Volt, 15 AMP w/power strip		\$ 75.00	\$ 95.00		
Power Drop - 208/230V NEMA 6-15		\$ 150.00	\$ 190.00		
6' or 8' Trifold Screen		\$ 90.00	\$ 114.00		
LCD Projector		\$ 315.00	\$ 400.00		
DVD Player		\$ 130.00	\$ 165.00		
Phone Line		\$ 65.00	\$ 82.00		
19"-21" LCD Monitor		\$ 190.00	\$ 241.00		
46" LCD TV (limited quantity)		\$ 495.00	\$ 628.00		
Laptop		\$ 350.00	\$ 444.00		
Wired Internet (per line)		\$ 160.00	\$ 203.00		
Inside Sound Package (Speaker & 4ch Mixer)		\$ 390.00	\$ 495.00		
Wireless Microphone (Requires Inside Sound Pkg)		\$ 180.00	\$ 228.00		

Credit Card Numbers Can Only Be Accepted Via Phone for Security Reasons

SUBTOTAL

21% SERVICE FEE

LABOR **

6.875% NJ TAX *

TOTAL

Credit Card Type: _____

Credit Card #: _____ Exp Date: _____

Cardholder's Signature: _____

Cardholder's Printed Name: _____

Email: _____

* tax to include subtotal, service fee & Labor



Payment Policy: Full payment must accompany this order form two weeks prior to set up date. Orders received after date may be subject to listed late order rates. Only company checks or major credit cards are accepted. Credit card payments must be accompanied by a legible front and back copy of card along with the cardholder's signature for verification. Please bring any questions or concerns regarding this service to our IMMEDIATE attention.

Cancelations not made within 72 hours of scheduled event must be paid in full. No refund will be issued.

* NJ Sales Tax is applicable to the entire subtotal inclusive of Service Fee & Labor unless NJ Sales Tax Exemption documentation can be supplied prior to billing.

** Labor Fees may be applicable for certain items and late orders.

Yellow Indicates Required Fields