



**Meeting & Hospitality Space Request Form
Spring 2019 Convention: February 22 – 24, 2019
Hyatt Regency Sacramento and Sacramento Convention Center**

Individuals and organizations wishing to hold meetings, hospitality events, and other events must use this form to request space at the CRP convention. **Submitting a request is not a guarantee for space.**

All requests must be received by January 18, 2019. The CRP will review all requests and will provide confirmation information by January 25, 2019.

Requests will not be processed without the enclosed credit card authorization form – no charges will be made until after event approval. With your confirmation we will provide you with the appropriate contacts at the convention for available amenities such as audio-visual, and food and beverage.

Please note that meeting/reception room rental is complimentary for CRP Chartered Volunteer Organizations, but the request form must still be completed. For all groups, in addition to your meeting room space, this fee also covers inclusion of the event flier in the attendee registration bags, if desired, and basic audio visual set-ups for classroom and theater style meetings/events.

Meeting room rental fees

Room Size	1.5 Hour Event	3 Hour Event (<i>typically receptions</i>)
Under 50	\$300	\$600
50-99	\$350	\$700
100-149	\$400	\$800
150-200	\$450	\$900
Staff office	\$1,000 for duration of convention (extremely limited)	

**Email completed request form to the CRP Convention Team by January 18, 2019
convention@cagop.org**

Meeting & Hospitality Space Requests: Event Information

Complete the event information below. Please use a separate form for each event request.

Contact Information

Contact Name: _____

Name of Host Company/Organization: _____

Please check here if organization is a CRP Chartered Volunteer Organization:

Street Address: _____

City, State, Zip: _____

Phone: _____ On-site phone, if different: _____

Email: _____

Event Details

Name of Event: _____

All events are listed in our convention mobile app, agenda, hotel boards, and potentially other convention materials. Brevity in the event name is appreciated. **Please check here if you do not want your event listed in these places:**

Event Description

Room Size

Please select the number of people you need to accommodate in your meeting/hospitality event. Please note the pricing on the first page of this form for different room size rentals and length of time.

Event size options are under 50, 50-99, 100-149, and 150-200.

Event size:

Date and Time of Event

Please note, all events at the convention will be 1.5 hours in length, except evening hospitality events, which are scheduled from 9:00 p.m. – midnight. The CRP uses convention event space for multiple events throughout the day. **You will have access to your event space 30 minutes prior to its start time unless notified otherwise by the CRP Convention Team.**

Day(s)	Time Options
Friday	10 – 11:30 am 2 – 3:30 pm 4 – 5:30 pm 6 – 7:30 pm 9 - midnight
Saturday	10 – 11:30 am 6 – 7:30 pm 9 - midnight
Sunday	7:30 – 9 am

If you are interested in holding an event on Thursday, please contact convention@cagop.org.

1st choice

Day
Time

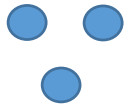
2nd Choice

Day
Time

Room Set-up

In order to keep event room rental rates low, all event requests must choose from one of the following room set-up options.

Reception



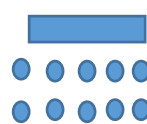
Scattered high top tables, space for bar service
Standing for ___ ppl

Classroom



Chairs behind tables in rows, with head table
Seating for ___ ppl

Theater



Chairs in rows, with head table
Seating for ___ ppl

Hollow U*



Long U-shaped table with chairs around edges
Seating for ___ ppl

Audio Visual Requests

Each **classroom** and **theater** set-up includes a podium and corded podium microphone as part of the meeting room rental fee. If you do not require the microphone or any additional audio-visual equipment as outlined below, a 20% discount will be applied to your meeting room rental fee. Please check here if you do **NOT** need A/V:

Please select the audio-visual equipment needed for your meeting from the list below. Check all that apply.

Item	Price
<input type="checkbox"/> Podium Microphone	Included
<input type="checkbox"/> Table Top Microphone	\$200 each
<input type="checkbox"/> Handheld Wireless Microphone	\$365 each
<input type="checkbox"/> LCD Projector and Tripod Screen	\$400 each

Audio-visual equipment pricing listed above is inclusive of labor to set up your equipment. Additional audio-visual equipment and technical support can be arranged directly with the hotel.

Once the CRP Convention Team has confirmed your request, you will receive the appropriate contacts for additional audio-visual and catering arrangements at the convention – ***the CRP does not arrange or pay for additional audio-visual or catering for your event.*** The hotel does not allow any outside food or beverage.

Meeting Space Requests: Payment Information

No charges will be placed until space is confirmed and you are notified accordingly. All information on this form is required. Please complete one form for each event request.

I authorize the California Republican Party to charge the credit card listed below for all charges in connection with meeting and/or hospitality room space I request at the convention.

Amount should reflect the facilities and equipment requested on the application and be in accordance to the pricing stated below.

Meeting Space Needs:

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Audio-Visual Needs:

Item	Price
Table Top Microphone	\$200 each
Handheld Wireless Microphone	\$365 each
LCD Projector and Tripod Screen	\$400 each

Event Name: _____

Total Amount \$ _____

Card Type: Corporate Card Personal Card

Credit Card Company: _____

Credit Card #: _____

Exp. Date: _____ Security Code: _____

Name on Card: _____

Billing Address: _____

City, State, Zip: _____

Signature of Cardholder

Today's Date

Paid for by the California Republican Party • 1001 K St., 4th Floor, Sacramento, CA 95814
Mario A. Guerra, Treasurer State ID# 810163 Federal ID# C00140590
Not authorized by any federal candidate or committee.