

AUDIO/VISUAL/RESOURCE REQUEST FORM – KALAHARI RESORTS, POCONO MTS, PA

EVENT NAME		EVENT DATE(S)	
CLIENT NAME		CLIENT PHONE	
COMPANY NAME		CLIENT EMAIL	
MEETING ROOM NAME		DATE(S) NEEDED	

Audio	Quantity	Standard Rate Per Day	Date Needed
8 Channel Mixer (if more than 2 microphones are requested)		\$50.00	
House Audio System tap Connections for iPod, DVD, Computer, Etc		\$50.00	
Wireless Hand Held Microphone		\$75.00	
Wireless Lapel Microphone (Lavalier)		\$75.00	
House Sound Table for Non Kalahari AV		\$50.00	
Floor/Table Podium (Microphone Extra)		\$25.00	
Floor or Table Stand for microphone		\$15.00	
Boardroom Mounted Speaker Phones <i>(Available in Boardrooms ONLY)</i>		\$100.00	
Polycom Speaker Phone		\$150.00	
Video	Quantity	Standard Rate Per Day	Date Needed
27" LCD Flat Screen		\$100.00	
55" Screen TV/Monitor		\$200.00	
42" Screen TV/Monitor		\$150.00	
Portable LCD Projector		\$300.00	
Switcher		\$35.00	
Drop Down Screen (sizes vary based on room)		\$75.00	
Portable Screen		\$50.00	
Laptop Computer		\$150.00	
High Speed Private Wifi Line		\$150.00	
Ceiling Mounted Projector and Drop Down Screen <i>(not available in Salons B,C,F,G or Board rooms)</i>		\$375.00	
Wall Mounted Flat Screen Monitor <i>(Available in Boardrooms ONLY)</i>		\$200.00	
Video Conference		\$200 - \$450.00	
Resources	Quantity	Standard Rate Per Day	Date Needed
4'x4' Dance Floor Hard Wood (per section)		\$25.00	
Riser (6' x 8' Section)		\$50.00	
AV Cart with power strip and extension cord		\$45.00	
Flag (US and Pennsylvania)		\$15.00	
"Post It Note" Flip Chart and Markers		\$35.00	
Easels		\$5.00	
Pipe and Drape <i>(limited quantity available)</i>		\$10.00 per foot	
Laser Pointer / Power Point Clicker		\$20.00	
Power Strips		\$5.00	
Extension Cords		\$5.00	
HDMI/ VGA Cables		\$5.00	
VIP Amenity Place Setting <i>(Bottled Water, Pen, Paper & Mint at Each Seat)</i>		\$6.00 Per Person	
AV Staff Support	Quantity	Standard Rate Per Day	Date Needed
Dedicated AV Technician		\$75.00 Per Hour	
AV Support with Client provided equipment		\$125.00 Per Day	
AV Support with Hotel provided equipment		Complimentary	

If you don't see what you are looking for, let us know. We are happy to provide additional options, ideas and resources for your program. Unless otherwise stated on this form, ALL AUDIO/VISUAL/RESOURCE CHARGES will appear on the event orders and charged to the master folio for payment.