

Audio/Visual Equipment and Support Services

Rental Order Form

Client Information

Organisation name _____

Contact Name for Booking _____ Phone# _____

Email _____ Fax# _____

Contact Person at Venue _____ Phone# _____

Event Information

Events Title _____ Event Date _____

Event Venue _____

Event Time: Start _____ End _____

Sound Requirements:

Podium/ Lectern Microphone: {__} Wireless Lavalier Microphone: {__}

Questions and Answers Microphones: {__} Head Table Microphones {__} Headset Microphones {__}

DJ Services: {___} Background Music: {__} National Anthem: {__}

Special Instructions: _____

Projection Equipment and Accessories

Multimedia Screens: 20ft {__} 15ft {__} 12ft {__} 10ft {__} 8ft {__}

Multimedia Projectors: 10,000 lumens {__} 3,500 Lumens {__}

Wireless clicker/pointer {__} Laptops {__} HDMI to VGA Adapter {__} DVD Player {__}

Dress Kits: 8ft {__} 12ft {__} 15ft {__}

Video Display Equipment

90" LCD Monitors with stand {__} 70" LED Monitor with stand {__} 55" LCD Monitor & Stand {__}

50" LCD Monitor with stand {__} 46" LCD Monitor with stand {__} 42" LCD Monitor with stand {__}

32" LCD Monitor {__}

Digital Signage

Floor Standing: Kiosks: Interactive Touch Screen {__} Non- Interactive {__}

SM LED HD Video Screens: Indoor (straight 6mm) {__} Indoor (Curved 4mm) {__}

Outdoor (Straight 10mm) {__}

Video Conferencing:

Live Stream to Youtube {__} Live Stream to Facebook {__} Skype for Business {__}

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Videography Services:

Broadcast Recording and CCTV : Single Camera {____} Multi Camera {____}
HD Recording and CCTV: Single Camera {____} Multi- Camera {____}

Lighting Equipment

Pars 64 Cans {____} Source 4 Pars {____} Source 4 Lekos {____}
LED Par 84 {____} LED Moving Heads {____} Follow Spot {____}
Hazer {____} Fog Machine {____} Bubble Machine {____}

Stage and Trussing:

Stage: Indoor {____} Outdoor {____} Size {_____
Trussing: Goal Post Truss {____} Box Truss {____} Size {_____
}

Miscellaneous

Lecterns: Acrylic {____} Wooden {____}
Flip Charts: Stand {____} Writing Pads {____} Markers {____}
White Board (2ft x 4ft) {____} Stanchion Pole {____} Stanchion Ropes {____}

Generator Rentals

22kVA {____} 27 kVA {____} 75 {____} 100 kVA {____}
125 kVA {____} 165 kVA {____} 250 kVA {____}

Electrics

100 amps Single Phase 220 power Panel {____}
300 amps 3 Phase Power Panel {____}
400 amps 3 Phase Power Panel {____}
6mm Mains Cable {____} 10mm Mains Cable {____} 25mm Mains Cable {____}
35mm Mains Cable {____} 1.5mm Power Cable 2.5mm Power cable {____}
4.0mm Power Cable {____}

Machinery

5 Ton Truck with crane {____} 3 Ton Truck {____}