



*MEETING ROOM RENTAL AGREEMENT*

COMPANY/GROUP \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

FAX \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

Meeting Date \_\_\_\_\_ Number of Persons \_\_\_\_\_ (guarantee 48 hrs. prior)

Start time \_\_\_\_\_ (no earlier than 8:00am)

End time \_\_\_\_\_ (no later than 4:00pm)

Signature.....Date.....

A list of room choices/set ups, equipment and food/beverage menu is attached. Please complete all necessary information, sign, and fax or email back to the number below.

**Cancellation notice of 48 hours is required. If not, a minimum of \$100 will be charged.**

Credit cards are accepted for payment of final invoice.

Jill Costic, Member Services  
GREATER PITTSBURGH AUTOMOBILE DEALERS ASSOCIATION  
207 Sigma Drive  
Pittsburgh PA 15238  
412.963.8909 cell 412.327.2023  
**Fax 412.963.1106**

[jill@gpada.com](mailto:jill@gpada.com)



**207 Sigma Dr. Pittsburgh, PA 15238 412/963.8909**  
**CHARGE AUTHORIZATION**

Payment to be applied to: GREATER PITTSBURGH AUTOMOBILE DEALERS ASSOCIATION (GPADA)

COMPANY NAME \_\_\_\_\_

Credit Card Type \_\_\_\_\_ Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Card Holder Name \_\_\_\_\_

**I am the cardholder for the above referenced credit card.**

**I hereby authorize the Greater Pittsburgh Automobile Dealers Association to charge my credit card the amount:**

\$ \_\_\_\_\_



\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

**Contact Information**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

PLEASE FAX OR EMAIL THESE DOCUMENTS TO: 412/963.1106 or [jill@gpada.com](mailto:jill@gpada.com)



**ROOM RENTAL:**                      **GPADA MEMBER RATES**                      **(NON-MEMBERS ADD 25%)**                      **FREE PARKING**

MEETING ROOM	\$150 UP TO 55 (CLASSROOM STYLE)
BOARD ROOM	\$150 UP TO 25
CONF. ROOM	\$100 UP TO 12

**EQUIPMENT:**

LCD PROJECTOR	\$75	FLIP CHART	\$10	SCREEN	N/C
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**FOOD/BEVERAGE SERVICE**

All prices are per person

Morning Beverages	Coffee, Tea, Juice, water	\$4.00
Continental Breakfast	Coffee, Tea, Juice, water, Danish, Doughnuts, Granola Bars	\$7.00
Deluxe Continental	All of the above plus Fruit, Bagels, Muffins, Yogurt	\$9.00

<b>Cold Sandwich Lunch</b>	Deli Subs, two sides, chips, dessert, beverages	\$13.50
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<b>Hot Sandwich Lunch</b>	Includes two sides, chips, dessert, beverages	\$13.50
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|--------------|---------------|-------------------------------|------------------------|----------------|
| Pulled Pork  | <b>Sides:</b> | <b>Mac &amp; Cheese</b>       | <b>Tossed Salad</b>    | <b>Pierogi</b> |
| Sloppy Joes  |               | <b>Baked Beans</b>            | <b>Fresh Fruit</b>     |                |
| Ham Barbeque |               | <b>Potato/Macaroni Salad/</b> | <b>Raw veggie tray</b> |                |

<b>Hot Lunch</b>	Entrée, tossed salad, marinated mushrooms, buffalo mozzarella rolls, dessert, beverages	
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<b>Entrees</b>		
Chicken/Parm/Pasta		\$14.50
Ziti/Meatballs		

Afternoon snacks can be provided upon request	\$3.75
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Coffee is refreshed as needed. A 15% service charge (25% for non-members) is applied to total invoice.

Any special request or questions should be directed to Jill Costic at 412-963-8909 or [jill@gpada.com](mailto:jill@gpada.com)