



MEETING ROOM RENTAL AGREEMENT

COMPANY/GROUP _____

BILLING ADDRESS _____

CONTACT PERSON _____

PHONE _____ CELL _____

EMAIL _____

Meeting Date _____ **Number of Persons** _____ (guarantee 48 hrs. prior)

Start time _____ (no earlier than 8:00am)

End time _____ (no later than 4pm)

Signature.....**Date**.....

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

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

FREE PARKING

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

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 _____ Code _____


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 no greater than:

\$ _____

 _____
Cardholder Signature

 _____
Date

Contact Information

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

PLEASE FAX OR EMAIL THIS DOCUMENT TO: 412/963.1106 or jill@gpada.com



ROOM RENTAL INCLUDES: WiFi & FREE PARKING

TRAINING ROOM	\$175 UP TO 55 (CLASSROOM STYLE)
BOARD ROOM	\$175 UP TO 24
CONFERENCE ROOM	\$125 UP TO 10

EQUIPMENT:

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

All prices are per person

Morning Beverages	Coffee, Tea, Juice, water	\$6.00
Continental Breakfast	Coffee, Tea, Juice, water, Danish, Doughnuts, Granola Bars	\$9.00
Deluxe Continental	All of the above plus Fruit, Bagels, Muffins, Yogurt	\$11.00
Cold Sandwich Lunch	Deli Subs, two sides, chips, dessert, beverages	\$15.50
Hot Sandwich Lunch	Includes two sides, chips, dessert, beverages	\$15.50
Pulled Pork	Sides: Mac & Cheese Tossed Garden Salad Pierogi	
Sloppy Joes	Baked Beans Fresh Fruit	
Ham Barbeque	Macaroni Salad/Pasta Salad	
Pizza	Does not include sides, just chips, dessert & beverages	\$15.50
Hot Lunch	Entrée, tossed garden salad, rolls & butter,	
Entrees	dessert, beverages	
Pick 1 Chicken/Parm/Pasta		\$15.50
Pasta/Meatballs		

Afternoon snacks can be provided upon request
cheese/crackers,, cookies, fruit, veggie tray \$6.75

Coffee is refreshed as needed.
A 20% service charge is applied to total invoice.
Any special request or questions should be directed to Jill Costic at 412-963-8909
jill@gpada.com

Comments/Notes: