



*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.

Carla Prasnika, Member Services  
GREATER PITTSBURGH AUTOMOBILE DEALERS ASSOCIATION  
207 Sigma Drive  
Pittsburgh PA 15238  
412.963.8909 cell 412.327.2023

[Carla@gpada.com](mailto:Carla@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 [carla@gpada.com](mailto:carla@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

<b>Morning Beverages</b>	Coffee, Tea, Juice, water	\$6.00
<b>Continental Breakfast</b>	Coffee, Tea, Juice, water, Danish, Doughnuts, Granola Bars	\$9.00
<b>Deluxe Continental</b>	All of the above plus Fruit, Bagels, Muffins, Yogurt	\$11.00
<b>Cold Sandwich Lunch</b>	Deli Subs, two sides, chips, dessert, beverages	\$15.50
<b>Hot Sandwich Lunch</b>	Includes two sides, chips, dessert, beverages	\$15.50
Pulled Pork	<b>Sides:</b> <b>Mac &amp; Cheese</b> <b>Tossed Garden Salad</b> <b>Pierogi</b>	
Sloppy Joes	<b>Baked Beans</b> <b>Fresh Fruit</b>	
Ham Barbeque	<b>Macaroni Salad/Pasta Salad</b>	
<b>Pizza</b>	<b>Does not include sides, just chips, dessert &amp; beverages</b>	\$15.50
<b>Hot Lunch</b>	Entrée, tossed garden salad, rolls & butter,	
<b>Entrees</b>	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 Carla Prasnika at  
 412-963-8909 [carla@gpada.com](mailto:carla@gpada.com)

Comments/Notes: