

PENNSYLVANIA SQUARE & ROUND DANCE FEDERATION

Flooring Rental Worksheet

I. General Information:

Organization Name _____ Date _____

Address _____

Affiliate _____ Non-Affiliate _____

Contact Person _____

Cell Phone # _____ Home Phone _____

E-mail _____

Date{}/Time(s) of Event _____

Place of Event _____

Address of Event _____

Total Square Feet of Flooring Requested _____

Dance Hall{s} Dimensions with flooring placement setup. Include attachment{s} for each hall layout setup.

Would Organization provide the flooring installation and dismantling assistance needed? If yes, approximate number of persons available to install and dismantle

Yes ___ No ___ Number of persons needed _____.

II. Expense Proposal Calculations:

Total Mileage: Miles ___ x \$0.40/mile _____ \$ _____ *

Meals: Number Persons ___ x Days ___ @ \$25.00 _____ \$ _____

Wages: Number Persons ___ x Days ___ @ \$50.00 _____ \$ _____

Trailer Rental: _____ \$ _____

Lodging Nights: _____ \$ _____ **

Surplus: Affiliate (\$250) Non-Affiliate (\$500) _____ \$ _____

Other Expenses {Specify Items} _____ \$ _____

Total Proposed Expenses _____ \$ _____

*Mileage distances are to be determined by Map Quest, Navigation or another previous agreed basis for calculating the expense.

** Lodging night expenses must be pre-authorized by the Executive Committee. The lodging rate{s} shall not exceed the cost dancers are offered for the event.

Prepared by, Date _____

Approved by, Date _____
