

2020 VENUE RESERVATION REQUEST

Contact Person _____ Phone # _____
E-mail: _____

Name of Event: _____

Date of Event: _____

Time of Event: _____

Number of Attendees (Approx.): _____ (See Venue Pricing Matrix for the PP – “Per Person” cost)

Services Requested: (Check ALL that Apply)

Call for Pricing

- | | |
|----------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Refreshment Services | <input type="checkbox"/> Presentation (Keynote or Seminar) |
| <input type="checkbox"/> Morning Only | <input type="checkbox"/> Workshop/ Training |
| <input type="checkbox"/> Afternoon Only | <input type="checkbox"/> Podcast/ Video Webcast |
| <input type="checkbox"/> Both, Morning & Afternoon | <input type="checkbox"/> Trailer/ Promo Video |
| <input type="checkbox"/> Staging & Lighting | <input type="checkbox"/> Photography/ Stills/ Promo |
| <input type="checkbox"/> Videography | <input type="checkbox"/> Radio Show Spots/ Series |
| <input type="checkbox"/> 1- Camera Shoot | <input type="checkbox"/> Music Production & Recording |
| <input type="checkbox"/> 2- Camera Shoot | <input type="checkbox"/> Specified Training/ Special Event |
| <input type="checkbox"/> 3- Camera Shoot | <input type="checkbox"/> Video & Music Editing |
| <input type="checkbox"/> 4- Camera Shoot | <input type="checkbox"/> Book Reads/ Monologs |

Special Instructions/ Additional Notes: _____

CHECK AND CREDIT CARD AUTHORIZATION

If paying by Check... Make all Checks Payable to the **Rich Hart Global Inc.**

Mailing Address: P.O. Box 1199, Kennesaw, GA 30156

Major Credit Cards Accepted: **Visa / MasterCard / Discover**

American Express only, (add a 4% Processing Fee)

(All personal information is regarded as private & confidential and will **NOT** be kept on file for future requests)

Card Holders Address as reflected for credit card processing:

Card Holder Name: _____ E-mail: _____

Contact #: _____

Address: _____ City: _____ State: _____ Zip: _____

Card Number: _____ EXP. Date: _____ CSV Code: _____

The credit code security code, sometimes known as a CSV code, is a three-digit number printed on the back of your card, the top of the signature field. It is being increasingly used in online credit card transactions to help prevent fraud.

Please return all venue reservation requests to INFO@RICHHART.COM or Fax to 1-(888) 822-8631



Telephone: GA office (404) 400-HART (4278) / Nationwide (888) 966-0878

Rich@RichHart.com / www.RichHart.com

Effective: January 2020