



HYATT REGENCY MONTEREY - ENGINEERING & ELECTRICAL SERVICE REQUEST FORM

Fax when completed to 831-657-6559.

GROUP NAME:	WOOD INDUSTRY CONFERENCE	HOTEL AV CONTACT:	MATT BOLLWINKEL P: 831.657.6690 C: 831.224.0116
COMPANY NAME:	_____	ON-SITE CONTACT: (Authorized for additions)	_____
LOCATION: (Include, specific room placement)	REGENCY MAIN	PHONE:	()
INSTALL (Date & Time):	N/A (hotel set up)	FAX:	()
REMOVAL (Date & Time):	4/23/09 – 5:00 PM	DIAGRAM ATTACHED:	N/A
COMMENTS:	_____		

ALL ELECTRICAL USAGE CHARGES ARE PER DAY

All Electrical Orders must be received a minimum of five (5) working days before the event.

Qty.	Type of Service / Equipment	Price	Install Date	Removal Date	Amount	
					Daily Charges	Total
	Wall Outlets (100 amp Circuit)	\$100.00 per day			\$	\$
	Wall Outlets (50 amp Circuit)	\$75.00 per day			\$	\$
	Wall Outlets (20 amp Circuit)	\$30.00 each / day			\$	\$
	50 amp Three Phase	\$100.00 each / day			\$	\$
	100 amp Three Phase	\$150.00 each / day			\$	\$
	Multiple Strip Plug (6 Plug)	\$12.00 each			\$	\$
	Internet Access – Wireless or Hardwired. (Circle your preference)	\$500.00			\$	\$

Total Charges	\$	\$
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- ◆ All equipment furnished by the Hyatt Regency Monterey for this service shall remain in the property of the Hyatt Regency Monterey. A fee will be assessed for any equipment not returned.
- ◆ Any orders placed within 48 hours of the event will require an additional \$100.00.

BILLING

CREDIT CARD (Imprint or Copy of Card Required)

Type: _____ Exp Date: _____

CC#: _____

Cardholder: _____

Billing Address: _____

Signature / Cardholder or Client

Date