



Team Tent Reservation Form

Please Print

Contact Name: _____

Address: _____

Team Name: _____

Phone: _____ Email: _____

Payment Type:

- Check
- Invoice to company (**Please include name, address and zip code. Payment due by 8/31/17.**)
- Credit Card (please select one)
 - Visa
 - Discover
 - MasterCard
 - American Express

Card Number: _____

Exp. Date: _____ Name on Credit Card: _____

Check all that apply:

- I will be bringing my personal tent for use as a team tent. **Size of tent:** _____
- I would like to rent equipment (Please complete the order form below.)
- We will be having a team meal in our tent on Friday or Saturday Night (circle one or both)

Item	Price	Quantity	Cost
Table (8 foot rectangular)	\$10.00		
Chair	\$2.00		
Table and 8 Chairs in Common Tent	\$100.00		
10 x 10 tent - Loading passes 1	\$150.00		
20 x 20 tent - Loading passes 2	\$400.00		
20 x 40 tent - Loading passes 3	\$600.00		
30 x 45 tent - Loading passes 4	\$1,000.00		
40 x 60 tent - Loading passes 5	\$1,800.00		
20' sidewall (per section)	\$50.00		
Limited electric available at tent	\$50.00		
Total			

- We would prefer (**circle one**): Close to the band Somewhat close to the band Away from the band

Note: If ordering electric, please note what the power is needed for: _____

Please remember:

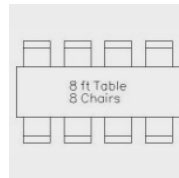
- **The deadline for reservations is Tuesday, August 8, 2017.**
- **No tent will be allowed without a reservation.**
- If there is severe weather as determined by staff or security, anyone in the team tents will be REQUIRED to evacuate to the main building.
- Orders for equipment will not be processed without a check, credit card number or billing info.
- **The Team Tent area will not open until 3:00 p.m. on Friday, September 8 and closes at 6 p.m. on Sunday, September 10.** A staff person/volunteer will verify that all ordered rentals are accounted for. An additional charge will be occurred for any missing rental supplies.
- **NO VEHICLES will be allowed to park in the Team Tent Village.** We can help transport your food and supplies from your vehicle to your tent. This is to allow emergency vehicle access. **Limited unloading passes will be available, based upon team size. Vehicles WILL NOT be allowed to park in this area.**
- By submitting this form you are also agreeing to comply with our alcohol policy.
- If cooking in or near your team tent, **YOU MUST** supply a fire extinguisher for your tent.

Please submit the completed team tent form by August 8 to:

Email: randy.adler@mss.org

Mail: National MS Society, 12125 Woodcrest Executive Drive, Suite 320, St. Louis, MO 63141 C/O Randy Adler
 Questions? Please contact Randy Adler at 314-446-4170 or randy.adler@mss.org

See below our suggested seating chart. The numbers in the third column on the right is approximate layout based on your seating capacity. This will tell you the configuration for the approximate tent size needed. Be sure to take into account food service tables and other items under your tent.



Tent Dimensions	Square Footage	Suggested # of Banquet Tables /Chairs
10 x 10	100	1 table/8 chairs
10 x 20	200	2 tables/16 chairs
20 x 20	400	4 tables/32 chairs
20 x 40	800	9 tables/72 chairs
30 x 45	1350	16 tables/128 chairs
40 x 60	2400	28 people/224 chairs

National MS Society Alcohol Policy

While a cold beer might be just the thing to top off a great day of riding, please understand that the serving of alcohol in our Team Village requires everyone to act responsibly. Please follow these simple but important policies to ensure the safety of all participants and understand your liability as the team host when you are providing alcohol to members of your team and visitors.

- Post signs that state ‘Proof of age required’
- Have a means to check ID
- Utilize tickets, wristbands, etc. to control the consumption of alcohol
- Be prepared to provide transportation for anyone who may be intoxicated and is traveling offsite.
- Follow all local regulations and laws regarding the distribution of alcohol.
- Team tent village closes at 10:00 p.m. on Friday and Saturday night.
- Lewis & Clark Community College and the National MS Society – Gateway Area Chapter are not responsible, nor liable, for any alcohol provided in team tents.