



# THE UNIVERSITY of MISSISSIPPI

## EVENT CHARGE SHEET

**Name:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

### Equipment Fees

| Qty             | Description                         | Rate | Total |
|-----------------|-------------------------------------|------|-------|
|                 | Signicade (ea.)                     |      |       |
|                 | Barricade (ea.)                     |      |       |
|                 | 24 x 36 A-frame Sign (ea.)          |      |       |
|                 | 24 x 18 Yard Sign (ea.)             |      |       |
|                 | Reserved Space, cone included (ea.) |      |       |
|                 | Cone (ea.)                          |      |       |
| <b>Subtotal</b> |                                     |      |       |

### Labor Fees (2 hour minimum per person)

| Hours           | Description  | Rate | Total |
|-----------------|--|------|-------|
|                 | Parking Attendant/Driver (per person per hour)     |      |       |
|                 | Parking Attendant Supervisor (per person per hour) |      |       |
| <b>Subtotal</b> |  |      |       |

### Golf Carts

| Qty             | Description                   | Rate | Total |
|-----------------|-------------------------------|------|-------|
|                 | Golf Cart (per day)           |      |       |
|                 | Golf Cart Cleaning Fee        |      |       |
|                 | Fuel - Gasonline (per gallon) |      |       |
| <b>Subtotal</b> |                               |      |       |

### Van Rental

| Qty                 | Description                       | Rate | Total |
|---------------------|-----------------------------------|------|-------|
|                     | 15 Passenger, 14+driver (per day) |      |       |
|                     | 13 Passenger, 12+driver (per day) |      |       |
|                     | 4 hours or less                   |      |       |
|                     | Van Cleaning Fee                  |      |       |
|                     | Fuel - Gasonline (per gallon)     |      |       |
| <b>Subtotal</b>     |                                   |      |       |
| <b>Total Amount</b> |                                   |      |       |