

Event Intake Form – Fillable PDF Version

Event Intake Form - Photo Booth & 360 Booth Rentals

This is the **fillable PDF version** of your website form. All fields are structured for typing on a phone or computer.

Client Information

- **Full Name:** _____
 - **Phone Number:** _____
 - **Email Address:** _____
 - **Preferred Contact Method:** Phone / Email / Text
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Event Details

- **Event Type:** _____
 - **Event Date:** _____
 - **Event Start Time:** _____
 - **Event End Time:** _____
 - **Total Rental Hours Requested:** _____
 - **Expected Number of Guests:** _____
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Event Location

- **Venue Name:** _____
- **Venue Address:** _____
- **Venue Contact Person:** _____
- **Venue Phone/Email:** _____

- **Is the event indoors?** Yes / No
 - **Will the venue allow 2-hour early access for setup?** Yes / No
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Rental Package Selection

Photo Booth Options

- Standard 2-Hour Photo Booth - \$499
- Standard 4-Hour Photo Booth - \$799
- Premium 2-Hour Photo Booth - \$749
- Premium 4-Hour Photo Booth - \$1,199

360 Booth Options

- 360 Basic - 2 Hours - \$899
- 360 Standard - 4 Hours - \$1,399
- 360 Premium - 4 Hours - \$1,799+

If selecting multiple booths, specify:

Optional Add-Ons

- **Extra Booth Hours:** _____
 - **Custom Backdrop:** None / Photo Booth (\$500) / 360 Booth (\$700)
 - **Photo Memory Book:** None / Photo Booth (\$100) / 360 Booth (\$150)
 - **USB Digital Gallery Export (\$150):** Yes / No
 - **Custom Logo/Overlay:** None / Photo Booth (\$150) / 360 Booth (\$200)
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Branding & Customization

- **Custom overlays or branding needed?** Yes / No
- **Describe or attach later:**

Safety & Space Requirements

- **Flat, level indoor space confirmed?** Yes / No
- **10×10 ft space for 360 booth confirmed?** Yes / No
- **Will alcohol be served?** Yes / No

Additional Notes

How Did You Hear About Us?

Social Media / Referral / Website / Returning Client / Other

Signature (Optional)

Signature: _____

Date: _____