



Hyatt Regency Long Beach
 200 S Pine Ave., Long Beach, Ca. 90802
 (562) 491-1234

Engineering Charge Form

**Service Orders Not Placed (7) Days Prior To Function Are Subject To A 25% Surcharge

Date: _____

Billing Address: _____ E Mail Address: _____

Group/Meeting Name: _____

Group Contact: _____ Meeting Room: _____

Master Account No: _____

Manager in charge: _____

Date of installation: _____ Time: _____

Date of removal: _____ Time: _____

	TYPE OF ELECTRICAL SUPPLY	1st day Fee	Additional day fee	No. of supplies	No. of Days	Total
1	120 volt 10 Amps	\$50.00	\$25.00	0	0	\$0.00
2	120 volt 15 Amps	\$75.00	\$37.50	0	0	\$0.00
3	120 volt 20 Amps	\$125.00	\$62.50	0	0	\$0.00
4	120 volt 30 Amps	\$175.00	\$87.50	0	0	\$0.00
5	120 volt 100 Amps	\$350.00	\$175.00	0	0	\$0.00
6	208 volt 100 Amps 3 Phase	\$500.00	\$250.00	0	0	\$0.00
7	Power Strips	\$25.00	\$12.50	0	0	\$0.00
8	Extension Cords	\$25.00	\$12.50	0	0	\$0.00
9	Laptops (per laptop per day)	\$15.00	\$12.50	0	0	\$0.00
	Subtotal			0		\$0.00
	OTHER RENTALS AND REQUESTS	1st Hour Fee	Additional hour fee	No. of hours	Parts Charge	
10	High lift service by hotel engineering	\$150.00	\$100.00	0		\$0.00
11	Spotlight / other installations	\$40.00	\$40.00	0		\$0.00
12	Special plug charges (cost of plug plus labor)	\$100.00	\$100.00	0	\$0.00	\$0.00
13	DVD Channel 65 Rental Fee for Groups in House	\$550.00	One Time	0		\$0.00
14	Engineering Labor	\$95.00	\$75.00	0		\$0.00
	KEYS	1st Lock Fee	Additional Locks	No. of Locks		
15	Lock Core Change	\$100.00	\$50.00	0		\$0.00
16	Standard Key For Meeting Room*	N/C	N/C			
	BANNER HANGING	1st Banner	Additional banner	No. of banner		
17	Banner hanging	\$100.00	\$75.00	0		\$0.00
	Subtotal			0		\$0.00
	25% Surcharge**			0		\$0.00
	Total Charges					\$0.00

ALL ELECTRICAL USAGE CHARGES ARE PER DAY

Special Request/Instructions: _____

* If a key is not returned, a charge of \$50.00 per lock will be posted to your account.

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Engineering use only:

Date Received: _____

Guest Name: _____

Install by: _____

Remove by: _____

Guest Signature: _____