

Presentation Equipment:

- Laser Pointer
- PowerPoint Remote
- Overhead Projector
- Audio and Video Recording



Computer Equipment:

- 11 Dell Latitude 830 Laptops
- Office 2003 and Office 2007
- Windows XP
- Photoshop Elements
- Adobe Acrobat Pro
- Crystal Reports



FOR RESERVATIONS

PLEASE CALL:

(707)778-4380

FOR INFORMATION:

[HTTP://ACTIVENET.ACTIVE.COM/PETALUMAREC](http://activenet.active.com/petalumarec)



**CITY OF
PETALUMA**

**CONFERENCE/
MEETING/TRAINING
ROOM RENTAL**

- 10 Computers with Internet
- Microsoft Office 2003 & 2007
- Support Tech Provided
- Catering on Request
- Video Conferencing
- Conference Phones

Petaluma, CA

**Petaluma - Gateway to Sonoma
County Wine Country**

RENTAL PACKAGES

With City of Petaluma Equipment

Our Microsoft Trainer /Certified Desktop Support Technician will provide the following:

1. Arrange tables and chairs.
2. Set up 11 laptops and connect to WiFi.
3. Load and "ready" all presentation software.
4. Provide training in use of all equipment, including operation of laptops, laser pointer, PowerPoint remote, projector remote, phones, and video conferencing.
5. Co-ordinate any catering needs.
6. Be on standby outside your room at all times to resolve any technical issues.

With Your Equipment

Our Microsoft Trainer /Certified Desktop Support Technician will provide the following:

1. Arrange tables and chairs.
2. Set up your Hardware.
3. Set up and "ready" all presentation software.
4. Connect to and test Internet connection.
5. Set up any audio , video, or conferencing needs.
6. Start and test the entire configuration.
7. Provide training in use of all equipment, including laser pointer, and PowerPoint remote.
8. Co-ordinate any catering needs.
9. Be on standby outside your room at all times to resolve any technical issues.

COMPUTER TRAINING

The City of Petaluma also offers computer training classes.

- All Office 2003 applications thru advanced levels
- All Office 2007 applications thru advanced levels
- Photoshop Elements
- Introduction to Computers
- Adobe Acrobat Professional
- Crystal Reports

For a list of available classes, please go to the City of Petaluma's Website and click on the Computer Training link at the bottom:

www.cityofpetaluma.net/IT/classes.html

ACROSS THE STREET

RESTAURANTS * GROCERY
BANKS * OFFICE SUPPLIES
SPORTING GOODS * HOBBY
DEPARTMENT STORES
DRUG STORES * HOTEL
CLEANERS * FUEL
FAST FOOD

RATES

With Your Equipment: \$80 per hour

Includes: Tech Support Person
Setup of customer's hardware
Starting of customer's software

With Our Equipment: \$105 per hour

Includes: Tech Support Person
Setup of City's Laptops
Configure all Hardware

For an additional \$95, we will video the session and record it on a DVD

CONTACT INFORMATION



City of Petaluma Community Center

<http://cityofpetaluma.net/parksnrec/pet-comm-ctr.html>

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