

Facility Use Application

This application does not constitute a contract and the event may not be contracted more than 6-12 months out (depending on the nature of the event) unless approved by Management.

(This application is for new events/business and returning events/business for which the details have changed)

EVENT INFORMATION

Business (Lessee) Name:	Contact Name:
Address:	
Phone:	Email:
Type/Name of event:	
Number of days needed:	
Preferred date:	
Alternative date:	
Expected Attendance Count:	
Event Times:	
Catering Needed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Est. Budget:
Alcohol to be served? Yes <input type="checkbox"/> No <input type="checkbox"/>	21 & up event? Yes <input type="checkbox"/> No <input type="checkbox"/>
Room(s) needed (check all that apply): Normandy <input type="checkbox"/> Flanders <input type="checkbox"/> Midway <input type="checkbox"/> Danang <input type="checkbox"/>	
What venues have you had this event in before? Provide reference name(s) for the venue. What ticketing service was used?	
Hotel rooms needed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Est. number of rooms:
Admission Charge? Yes <input type="checkbox"/> No <input type="checkbox"/>	Price:
Who is selling tickets? WYCC <input type="checkbox"/> Lessee <input type="checkbox"/>	
Other info we should know about the event:	