

APPLICATION FOR USE OF FACILITIES

Name of Facility to be Used:	Date of Application:
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Thank you for your interest in the rental of our facilities. An agreement will be sent to you once availability has been determined and your application approved.

Name of Applicant/Organization:	Mailing Address:
Phone:	Email:
Name of Person in Charge:	Phone:
Name of Event:	Website:
Proposed # of Guests:	Proof of Liability Insurance Required: Yes No
Specific Area(s) Requested:	Date(s) Needed:
501c3 (Please submit proof):	Number of years event held:

DESCRIPTION OF EVENT

(Please provide details, any changes from the description below can result in cancellation of your event)

EVENT HOURS

Open Doors at:	Event starts at:
Event ends at:	Close Doors at:

REQUEST SOUTH SIDE ON LAMAR INVENTORY

8 FT. TABLES (seven in inventory):	6 FT. TABLES (nine in inventory):	METAL FOLDING CHAIRS (90):
LINENS (white, crème, beige):	SKIRTS (black):	WINE GLASSES (150 in inventory):

DELIVERIES AND THIRD PARTY CONTRACTORS

Rental Company Name:	Load-In Date/Time:
Storage Location:	Load-Out Date/Time:
Caterer:	Load-In Date/Time:
Load-Out Date/Time:	Staging Area Needed:
Kitchens not available	Butane and Propane are not permitted
Other Deliveries	

South Side on Lamar Staff is not responsible for setup, cleanup or breakdown of outside inventory.

Parking Requirements:	Elevator Requirements:
Will there be music at your event, if yes please list type?:	

The undersigned hereby makes application to South Side on Lamar for use of facilities and/or inventory and certifies the information given in this application is correct. The undersigned further states that he/she has the authority to make this application for the applicant.

_____ Name

_____ Date