



EVENT INFORMATION FORM

1. Hall Renter Information

- a. Name _____
- b. Email Address _____
- c. Phone Number _____
- d. Home Address _____

2. Proposed Date of Event _____

3. Proposed Access Time for Decorating _____

4. Proposed Event Start & End Time* _____ - _____
*hall must be empty by 1:30am

5. How many people will be at your event?

- a. Guests _____
- b. Caterers, DJ, Photographers, etc _____
- c. TOTAL _____

6. Will your event have music? _____

7. Will you have a dance floor? _____

8. Will your event serve liquor*? _____

- a. Beer & Wine Only _____
- b. Full Bar _____

*1 bartender is required for the first 100 guests if only serving beer and wine, 1 bartender is required for the first 80 guests if serving a full bar