

42 Rice Street Exhibition and Event Application

Event name: _____

Preferred date(s) and times: _____

Organization name: _____

Address: _____

Phone: _____ Website: _____

Contact name: _____

Contact phone: _____ Email: _____

Event Description (please be as detailed as possible, including your needs for chairs, tables, speakers, projector, screen, etc.):

Is this a public or private event? _____

Number of people expected: _____ Admission fee: No / Yes \$ _____

Is this a catered event? No / Yes – name of caterer: _____

Caterer contact information: _____

Is alcohol being served? No / Yes – name of certified server: _____

Server contact information: _____

Are you serving beer, wine, liquor, or all? _____

Are you hiring a DJ? No / Yes – name of DJ: _____

DJ contact information: _____

Are you using special lighting? No / Yes – name of lighting provider: _____

Provider contact information: _____

How long do you anticipate needing to setup on site before your event? _____

How long do you anticipate needing to takedown/clean up after your event? _____

I hereby and on behalf of this organization I represent, if any, agree to the terms and conditions outlined in this document.

Signature: _____ Date: _____