

This Inquiry Form falls under the authority of the Special Events Committee (SEC) of The Kelly Fitzpatrick Center for the Arts. Any deviations from this form should be approved by the SEC before the Rental Agreement is executed.

CONTACT INFORMATION

Name/Organization: _____

Address: _____

Telephone Number: _____

Email: _____

EVENT INFORMATION

1. Proposed Event Date(s): _____

2. Start & End Time(s): _____

3. Estimated Number of Attendees: _____

4. Type of Event (*Be specific*): _____

5. Is this a fundraising event? Yes No

If yes, please indicate the purpose of the fundraiser: _____

6. Is this a ticketed event? Yes No

If yes, how much is each ticket? _____

7. Will alcohol be served at this event? Yes No

If yes, please indicate what types: Wine Beer Hard liquor

8. Will alcohol be complimentary? Yes No Does not apply

If yes, will drink tickets be given? Yes No Does not apply

If yes, how many tickets per person? _____

9. Will alcohol be sold at this event? Yes No Does not apply

10. Will food be served at this event? Yes No

If yes, who will prepare the food? Self Caterer: _____

11. Will there be live music or DJ? Yes No

If yes, please indicate: Type of Music: _____ Name(s): _____

Band DJ Other: _____