

Event Venue Use Permit Application

Applicant Information

Full Name

Organization (if any)

Email Address

Phone Number

Address

Event Details

Event Name

Type of Event

Event Date

Event Time

e.g. 5:00 PM – 10:00 PM

Expected Number of Attendees

Brief Description of Event

Venue Details

Requested Venue/Facility

Special Needs or Setup Requirements

Additional Information

Security/First Aid Arrangements

Additional Notes

Agreement:

I hereby certify that the above information is true and correct. I agree to comply with all rules and regulations for the use of this venue and accept full responsibility for any damages or violations during the use of the facility.

Applicant Signature

Date