

# 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

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**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.

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Applicant Signature

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Date