



## Westside Event Application

- The Application must be completed in full, otherwise it will not be accepted.
- This application does not guarantee approval in subsequent years. Reoccurring requests require a new application and must be approved for each occurrence.
- Falsification of event type and/or size is not acceptable and may result in loss of rental deposit, additional charges, and removal from the property.

### APPLICANT INFORMATION

Today's Date: \_\_\_\_\_

Name of Applicant (signee): \_\_\_\_\_

Organization/Group Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Age of Applicant if under 18: \_\_\_\_\_

Additional Contact(s): \_\_\_\_\_

Name(s)

Phone(s)

## EVENT INFORMATION

Type/Title of Event: \_\_\_\_\_

Event description (Please attach any supporting documentation on the event i.e. advertisement, tickets, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Private: \_\_\_\_\_ Commercial: \_\_\_\_\_ Non-Profit: \_\_\_\_\_ (Tax ID # \_\_\_\_\_ )

# of people to attend event per day \_\_\_\_\_ (# for multiple days: \_\_\_\_\_ )

Use of Animals: Yes \_\_\_\_\_ No: \_\_\_\_\_

Date(s) Requested for Event: \_\_\_\_\_ M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ Th \_\_\_\_\_ F \_\_\_\_\_ Sa \_\_\_\_\_ Su \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ Exit Property Time: \_\_\_\_\_

Amplified speaker and/or music (live or recorded) times from: \_\_\_\_\_ - \_\_\_\_\_

Additional Set-up/Breakdown Day(s) Requested Date(s): \_\_\_\_\_

Area(s) requested for use:

\_\_\_\_\_

\_\_\_\_\_

## PLEASE CHECK ALL THAT APPLY

Food Available at Event

\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ Provided at No Cost \_\_\_\_\_ To be Sold \_\_\_\_\_ Attendees Bring Food

\_\_\_\_\_ Catering \_\_\_\_\_ Concessions Type(s) \_\_\_\_\_

Alcohol

\_\_\_\_\_ Yes    \_\_\_\_\_ No

\_\_\_\_\_ No Cost    \_\_\_\_\_ Sold    \_\_\_\_\_ BYOB

\* Additional Staff may be required for events with alcohol present

Tickets

\_\_\_\_\_ Fee Charged    \_\_\_\_\_ Tickets Sold    \_\_\_\_\_ Donations Accepted    \_\_\_\_\_ Open to Public

For Office Use Only:

Date reviewed by committee: \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Approved with conditions\*

\_\_\_\_\_ Denied

\*Conditions:

Reason for denial: