

EVENT REQUEST FORM

Organization/Company Name: _____

Event Title: _____

Event Location: _____

Requested Space/Area: _____

Event Type: _____

Expected Attendance: _____

Setup Requirements: _____

Audio/Visual Needs: _____

Catering Requirements: _____

Event Description:

Event Start Time: _____ Event End Time: _____

Setup Date and Time: _____

Cleanup Date and Time: _____

Primary Contact Information:

Full Name: _____

Phone Number: _____

Email Address: _____

Insurance and Liability:

Requester shall provide proof of insurance naming the venue as additionally insured prior to the event. Requester agrees to indemnify, defend, and hold harmless the venue and its agents from any and all claims, liabilities, damages, losses, costs, and expenses arising out of or related to the event, except to the extent caused by the negligence or willful misconduct of the venue.

Rules and Regulations:

Requester agrees to comply with all applicable laws, regulations, and venue rules. No illegal activities, hazardous materials, or excessive noise are permitted. The venue reserves the right to terminate the event if rules are violated.

Cancellation Policy:

Cancellation must be submitted in writing. Fees may apply depending on notice period and expenses incurred by the venue.

Payment Terms:

Fees and deposits are due according to the agreement between Requester and venue. Payments must be made by approved methods prior to the event unless otherwise agreed in writing.

Legal Compliance:

This Event Request Form is governed by and construed in accordance with the laws of the State of _____. Venue and Requester consent to the exclusive jurisdiction and venue of the state and federal courts located in _____ County, _____. If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall remain in full force and effect.

REQUESTER'S SIGNATURE

VENUE REPRESENTATIVE'S SIGNATURE

Signature: _____

Signature: _____

Original source of this document:

<https://form247-us.com/event-request-form/>

Did you find this template helpful?

Find more updated templates at:

<https://form247-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.