

Event Venue Rental Application

APPLICANT INFORMATION		
<i>(organization who will sign contract & provide liability insurance)</i>		
APPLICANT (name of company, business, or individual as you report it on a W-9 and certificate of insurance)		
EMPLOYER IDENTIFICATION NUMBER _____ - _____	PLEASE CHECK ONE: <input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit	TAX EXEMPT? (Form 13 required)
NAME OF EVENT		
EVENT MAIN CONTACT (if different from above)	TITLE	
ADDRESS		
PHONE	EMAIL	
ON-SITE EVENT COORDINATOR (if different from above)	TITLE	
PHONE	EMAIL	
ADDITIONAL EVENT INFORMATION		
ANIMAL SHOWS	PEOPLE SHOWS	
# OF COMPETITORS	# OF GUESTS	
# OF SPECTATORS	# OF VENDORS	
# OF STALLS	# OF 10 X 10 BOOTHS	
# OF SHOW ARENAS	# OF TABLES	
# OF WARMUP ARENAS	# OF CHAIRS	
# OF VENDOR BOOTHS	# OF BLEACHERS	
# OF TRAILERS	SIZE OF STAGE	
# OF CAMPSITES	PIPE AND DRAPE	

FACILITY REFERENCES (please provide 2)		
1	FACILITY	CITY/STATE
	CONTACT	PHONE NUMBER
	NAME OF EVENT	DATE OF EVENT
2	FACILITY	CITY/STATE
	CONTACT	PHONE NUMBER
	NAME OF EVENT	DATE OF EVENT

BUSINESS REFERENCES (please provide 2)		
1	COMPANY	CITY/STATE
	CONTACT	PHONE NUMBER
1	COMPANY	CITY/STATE
	CONTACT	PHONE NUMBER

I hereby confirm that the above is true and correct to the best of my knowledge.

Signature (Person who will sign contract)

Date

This application will not be processed/approved if information is incomplete or inaccurate.

No dates can be contracted without an approved Rental Application.

This is not a legal contract and is not binding to either the Applicant or the Lancaster Event Center Fairgrounds.

Do not make any advance arrangements regarding facility usage until a contract has been fully executed with Lancaster Event Center Fairgrounds. This includes disseminating or releasing any information or publicity of any nature in regard to the event including, but not limited to, the offering of tickets or reservations.

Upon completion of this application, please email to eventplanning@lancastereventcenter.org

Any questions regarding this application should be directed to the following:

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