



Forest City
Small Town. Deep Roots.

PAVILION ON PARK SQUARE RENTAL APPLICATION

In an effort to help us better serve your event needs, please fill out the application below. Once complete, please email to Courtney Ashley at courtneyashley@townofforestcity.com or deliver to Town Hall at 128 N. Powell Street, Forest City, NC 28043.

Once we receive your application, we will determine if the date for your event is available, and a meeting will be established to review event needs. **Please indicate that you have reviewed the Venue Rental Rider before proceeding with the rental application by utilizing the checklist below.**

- Name of Organization Hosting Event: _____
- Address: _____
- Contact Name: _____
- Phone Number: _____ Email Address: _____
- Is your organization 501(c)(3)? _____ If yes, please provide a copy of your certification with your application.

- Name and detailed description of proposed event:

- Date of Proposed Event: _____
- Is this event private or open to the public? _____
- Will your event require tickets to attend? _____
- Event Times (include set-up/tear down times required for your event): _____

- Number of expected attendance: _____

- Have you hosted this event before? ____ If yes, where and when was the event held?



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- Please provide three (3) business references of venues where you have hosted events in the past. Include venue name, operator name, phone number and email address.

Please allow venue management 3-5 business days to assess your rental needs. For additional questions, please call 828.245.0365. Thank you!

VENUE RIDER CHECKLIST

Please check each line item below indicating that you have read and agree to the information outlined in the venue rider.

Event Name: _____

Event Date: _____

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|---|---|
| _____ Reserving Dates | _____ Production Equipment/Personnel Policy |
| _____ Rental Areas, Rates and Days/Hours Of Operation | _____ Insurance Requirements |
| _____ Catering and Concessions Policy | _____ Advertising Policy |
| _____ Non-Profit Status | _____ Venue Signage Policy |
| _____ Rental Deposits Policy | _____ Venue Sound Policy |
| _____ Police Policy | |

Name	Signature	Date
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Town Employee Name	Signature	Date
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