



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 Rental Rider before proceeding with the rental application by utilizing the checklist below.**

Event Name: _____

Applicant Name/Title: _____

Organization: _____

Address: _____

Phone Number: _____ Email Address: _____

Website/Social Media: _____

Please select the appropriate category for your event below:

- 5K/10K Walk/Run Race (must use approved course route)
- | | | | |
|---|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Assembly/Rally | <input type="checkbox"/> Concert | <input type="checkbox"/> Festival | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Educational | <input type="checkbox"/> Filming/Photography | <input type="checkbox"/> Performance |
- Other: _____

Detailed Description of Event: _____

Date(s) of Proposed Event: _____

Event Times (include set-up/tear down times required for your event): _____

Is this event private or open to the public? _____

Will your event require tickets to attend? _____



Forest City
Small Town. Deep Roots.

Number of Expected Attendance: _____

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

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.

VENUE RIDER CHECKLIST

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

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

It is understood and agreed that any approved application is issued on the condition that the answers herein given are true and correct to the best of the knowledge, information and belief of the applicant.

Name Signature Date

Town Employee Name Signature Date

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