

Plaza Booking Form

Events less than 250 people

Contact 1:	
Name:	
Phone #:	Cell #:
Street Address:	
City:	Postal Code:
Email:	
Contact 2:	
Name:	
Phone #:	Cell #:
Street Address:	
City:	Postal Code:
Email:	

Event Name:	
Date:	Time:
Is This a Repeat Event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Crowd Size:	Spectators:
Set Up Time:	Take Down Time:
Volunteer/Personnel:	
Fountain? <input type="checkbox"/> On <input type="checkbox"/> Off	Lights: <input type="checkbox"/> On <input type="checkbox"/> Off
Bathrooms: <input type="checkbox"/> Open <input type="checkbox"/> Closed	
Have You Booked Rooms in City Hall? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signed the Hold Harmless Agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Submitted Insurance Forms? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Details:	
Food: <input type="checkbox"/> Yes <input type="checkbox"/> No	Alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No
Commercial Sales? <input type="checkbox"/> Yes <input type="checkbox"/> No	Games of Chance: <input type="checkbox"/> Yes <input type="checkbox"/> No
On Time Admission: <input type="checkbox"/> Yes <input type="checkbox"/> No	Stage/Scaffolding: <input type="checkbox"/> Yes <input type="checkbox"/> No
Sound System: <input type="checkbox"/> Yes <input type="checkbox"/> No	Tents: <input type="checkbox"/> Yes <input type="checkbox"/> No
Porto Potty Rentals: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Power on Site: <input type="checkbox"/> Yes <input type="checkbox"/> No	Generators: <input type="checkbox"/> Yes <input type="checkbox"/> No

