

GENERAL EVENT INFORMATION

Date(s): _____ Event Type: _____

Private: ____ (Invitation Only) Public: ____ Free: ____ Ticketed: ____ Event Times: _____ All Ages: ____ 18+: ____ 21+: ____

Area(s): _____ Number of Guests: _____ Organization: _____

Renter: _____ Phone: _____ Email: _____

EVENT DETAILS - PLEASE CHECK ALL THAT MAY APPLY

Caterer \$ *		Additional Lighting \$	
Propane BBQ Grill *		Additional Restrooms \$	
Food Trucks/Carts *		Heat Lamps	
Food Booths *		Photographer *	
Alcohol *		Recreational Apparatus \$ *	
Vendor/Info Booths \$		Inflatables * \$	
Tent/Canopy *		Live Animals *	
Tables/Chairs		Casino Games *	
Fencing		Exchange of Monies *	
Stage \$		Raffle *	
Dance Floor \$		Janitorial \$	
Music (Live or DJ) *		Security \$	

ADDITIONAL FEES

Caterer	\$50
Security Per Guard Per Hour	\$16+
Janitorial Per Guard Per Hour	\$22
Food Truck/Cart	\$50/e
Vendor/Info Booth	\$25/e
Inflatable	\$25/e
Recreational Apparatus	\$25+

ADDITIONAL REFUNDABLE DEPOSITS

500 SqFt Stage	\$500
501-1000 SqFt Stage	\$1500
1000+ Sqft Stage	\$3000
Utility Vehicles (golf cart, gator, etc)	\$1000
Other Misc Items	\$500+
Day 2+ (50% of Base Area Deposit)	Varies
Attendance per 500 (starting at 501)	\$100

* Additions that may require a separate permit, waiver, or insurance
\$ Additions that may incur additional fees and/or deposits

DESCRIPTION OF EVENT

SPECIFIC NEEDS / TECHNICAL REQUIREMENTS / DELIVERIES

HOW DID YOU HEAR ABOUT US?

FOR WATERFRONT STAFF USE ONLY			
<input type="checkbox"/> Phone	<input type="checkbox"/> In Person	<input type="checkbox"/> Emailed	Date received: _____
		Received by: _____	
		Follow up date: _____	
		WFP Staff Lead: _____	