



**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: \_\_\_\_\_

Street Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**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 \$	

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

**ADDITIONAL FEES**

Caterer	\$50
Security Per Guard Per Hour	\$25+
Janitorial Per Staff Per Hour	\$24
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

**DESCRIPTION OF EVENT**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SPECIFIC NEEDS / TECHNICAL REQUIREMENTS / DELIVERIES**

\_\_\_\_\_  
 \_\_\_\_\_

**HOW DID YOU HEAR ABOUT US?**

\_\_\_\_\_

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