

Contact Information:

Contact Name:

Company/Organization:

Telephone #: Cell:

Office:

Name of Event:

Date(s) of Event:

Move In Time(s):

Event Start Time(s):

Event End Time(s):

Move Out Time(s):

Expected Attendance / Number of Participants?

Available Spaces:

Great Hall Sq. Ft. 23,402 (Max Cap Variable)

Mezzanine Sq. Ft. 4,848 (Max Cap Variable)

Plaza (Additional Permits May Be Required)

Lobby Sq. Ft. 10,684

1<sup>st</sup> Floor Meeting Rooms Sq. Ft. 1,200 each per room (Max Cap 80)

2<sup>nd</sup> Floor Meeting Rooms Sq. Ft. 246-506 variable per room (Max Cap Variable)

Festival:

Will you have Tents? Yes No

Size of Tents?

Will you need Electric? Yes No

Please Describe:

Will you need A/V? Yes No

Please Describe:



**PROPOSAL REQUEST FORM - FESTIVAL**

Will you need a stage?                      Yes                      No  
What size stage would you like?

Additional Information:

Setup and breakdown charges may vary.

Insurance option:                      Provide Own                      Provided by Venue

Do you have any Special security needs?                      Yes                      No

Please Describe:

Do you have any other special needs?                      Yes                      No

Please Describe:

Will you have any large vehicles?                      Yes                      No

Please Describe:

Food and Beverage requirements:

Cocktail Service:                      Premium Brands                      Red Wine

White/Sparling Wine

Beer                      Full Bar

Special Bar Requirements:                      Cash Bar                      Hosted Bar

Concessions:                      Yes                      No

Please Describe your Food and Beverage Needs: