

Contact Information:

Contact Name:

Company/Organization:

Telephone #: Cell:

Office:

Name of Event:

Move In Date and Time(s):

Date(s) of Event:

Event Start Time(s):

Event End Time(s):

Move Out Date and Time(s):

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

1st Floor Meeting Rooms Sq. Ft. 1200 per room (Max Cap 80)

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

Green Room

Dressing Rooms

Sporting Events:

What type of sporting event will you be hosting?

Will you have Mats? Yes No

Size of Mats?

Will you need Electric? Yes No

Please Describe:

Will you need A/V? Yes No

PROPOSAL REQUEST FORM - SPORTING EVENTS

Please Describe:

Will you need a Stage?	Yes	No
What size?		

Additional Information:

Setup and breakdown charges may vary.

Outside Food and Beverage is not permissible.

Insurance option: Provide Own Provided by Venue

Will there be any merchandise sales? Yes No

Will you need Valet? Yes No

Will you need EMT's on Site? Yes No

Do you have any Special security needs? Yes No

Do you have any other special needs? Yes No

Will you have any large vehicles? Yes No

Food and Beverage requirements:

Coffee/Juice/Water Breaks: AM PM

Breakfast: A La Carte Buffet Plated Continental

Dinner: Buffet Cold Reception Display

Plated Hot Reception Display

Special meals requirements: Vegetarian Gluten Free

Other:

Type of Hors D'oeuvres: Display Passed

Hot/Cold Drinks: Yes No

Cocktail Service: Premium Brands Red Wine

White/Sparling Wine

Beer Full Bar

Bar Requirements: Cash Bar Hosted Bar

Concessions: Yes No

Ice: Yes No