



Contact Name: _____ Phone: _____ Email: _____

Are you a Tenant? Yes No Tenant Name: _____

Event Operator Name and Contact Information: _____
(If different than contact above)

Event Date and Time: _____ Event Title: _____

Event Description: _____

Desired Event Location: _____
(i.e., Promenade Stage, Celebration Pointe Ave., Tech Park. Please see map on third page.)

How many people are you expecting? _____ How are you promoting the event? _____

Will food be served in common areas? Yes No Will alcohol be served in common areas? Yes No

If so, who will be providing food? * _____
**(Licensed caterer or Celebration Pointe tenant only.) *Food and beverage cannot be in direct competition with existing Celebration Pointe restaurants/eateries.*

Will you have a photographer or videographer? Yes No If so, who? _____ Will there be use of a drone? Yes No

Property Equipment/Supply Request:

Lawn Chairs Yes No Chess Yes No Is electrical needed? Yes No
Jenga Yes No Corn Hole Yes No

Will you be using the CP sound system? ** Yes No If so, who will be operating it? _____

***This requires additional equipment, i.e. mixer board, XLR cable microphone, etc., to be provided by user.*

Will you be using a tent? Yes No If so, who is installing it? _____ How many? _____

All tents should be secured with weights or tent stakes.

Event Logistics:

Please list any additional event vendors:

Include rain plan information:

Security/Janitorial Needs***

Traffic Control	Yes	No	Security	Yes	No	Janitorial/Trash Management	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

***Larger events will require security officers and/or off duty police, and janitorial service at the event operator's expense.

Has this event been held here before?

If so, please list past locations/dates: _____

Tenant/Event Operator

Signature: _____

Name (Print): _____

Date: _____

Title: _____

Celebration Pointe

Signature: _____

Name (Print): _____

Date: _____

Title: _____

An insurance certificate is needed to host an event at Celebration Pointe. Coverage limits will vary based on the type of event. An event request form must be submitted at least 30 days in advance of the event date. Approval is subject to adherence to all property rules, availability of the space and at the discretion of the landlord.

CELEBRATION **POINTE**

