

The Station LA

Exhibit A: Event Application

Information

Organization (please use legal name): _____

Event name: _____

Contact person name & address: _____

(Landline) _____ (Cell) _____ (E-mail) _____

Dates Requested: _____ Set-up Time: _____ Breakdown Time: _____

Total # Hours Requested: _____ Guest Arrival Time: _____ Guest Departure Time: _____

Total Number in Group: _____ # of Adults: _____ Minors: _____ Estimated # of Cars: _____

Type of Activity

Please check one:

- | | | |
|---|---|---|
| <input type="checkbox"/> Food/wine festival | <input type="checkbox"/> Meeting/Conference | <input type="checkbox"/> Instructional Class/Workshop |
| <input type="checkbox"/> Charity event/Fundraiser | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Physical Training |
| <input type="checkbox"/> Walk/ Run/ Bike-a-Thon | <input type="checkbox"/> Music festival | <input type="checkbox"/> Tour |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Birthday/Celebratory event | <input type="checkbox"/> Memorial service |
| <input type="checkbox"/> Other | <input type="checkbox"/> | |

If other, please describe _____

Are you charging or paying for this event? ☐ Yes ☐ No If yes, how much? _____

Describe Activities with equipment (include proposals, presentations or other separate attachments if necessary):

Additional Information

- | | | |
|--|---|---|
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Tents | <input type="checkbox"/> Vendors |
| <input type="checkbox"/> Amplified Sound/Stage | <input type="checkbox"/> Tables | <input type="checkbox"/> Exhibitors |
| <input type="checkbox"/> Outdoor Dance Floor | <input type="checkbox"/> Chairs | <input type="checkbox"/> Concessions |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Valet/Transport Shuttles | <input type="checkbox"/> Game Booths |
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Film Crew | <input type="checkbox"/> Photo Booth |
| <input type="checkbox"/> Food | <input type="checkbox"/> Portable Restrooms | <input type="checkbox"/> Carnival Rides |

ACKNOWLEDGMENT

*Reservations are not binding until acceptance of a complete application, payment of all applicable deposit(s), fees and compliance with the conditions stated in the Special Event Guidelines (exhibit C).

I hereby agree that I have read and understood all policies of The Station LA and will abide by them.

Printed Name: _____

Signature: _____ Date: _____