General Information

### **Name of Event**

### **Brief Description of Event**

### **Organization Name**

### **Organization Type**

PUBLIC NON-PROFIT

Non Profit Agencies – To receive rate discount a copy of non-profit permit must be provided if not on file with Civic and Conference Center. If sponsoring an event, acknowledgement from the agency stating that permission has been granted to hold an event and their Tax Exempt I. D. Number are required.

### **If Public, are you charging money?**

YES NO

Contact Information

**First Name**

**Last Name**

**Address**

**City**

**State**

**Zip**

**Email Address**

**Daytime Phone Number**

**Evening Phone Number**

## Timeline

Note: All events must end by midnight (no exceptions)

### **Set-up Date (format: xx-xx-xxxx)**

### **Set-up Time (format: xx:xx am/pm)**

### **Event Date (format: xx-xx-xxxx)**

### **Event Start Time (format: xx:xx am/pm)**

### **Event End Date (format: xx-xx-xxxx)**

### **Event Break-down Time (format: xx:xx am/pm)**

## Rental Space

### **Space Requesting**

AUDITORIUM

BOARD ROOM SUITE

CONFERENCE CENTER (MEETING ROOMS 111, 112, 113 & NORTH GALLERY)

CONFERENCE ROOM

CONCESSION STAND (MUST CONTACT LEE COUNTY HEALTH DEPT (919) 774-4641 EXT. 5332)

EXHIBITION HALL

KITCHEN, EXHIBITION HALL

KITCHEN (CATERING), NEW CONFERENCE CENTER

LOBBY

MEETING ROOM 102

MEETING ROOM 103

MEETING ROOM 111

MEETING ROOM 112

MEETING ROOM 113

NORTH GALLERY

PATIO

Please review our policies on alcohol linked below

<https://secureservercdn.net/166.62.110.60/88e.7d0.myftpupload.com/wp-content/uploads/2021/11/Alcohol_Guidelines.pdf?time=1651082529>

### **Will There be Alcohol at the Event?**

YES NO

### **Would you like to Rent Dishes?**

YES NO

**Other**

### **Estimated Attendance**

### **Please estimate the number of people attending your event that may stay in area hotels**

### **How did you learn about our facility**

### **Equipment Needs**

MICROPHONE LCD PROJECTOR FLIP CHART POT OF COFFEE PODIUM PIANO (MAIN HALL) COFFEE POT ONLY DVD PLAYER

You will be notified if your equipment request will require an additional fee

## Agreement & Terms

Agreement The person, persons, or organizations to which a lease is issued shall be liable for any loss, damage, or injury sustained by any persons or organizations to which such a lease shall have been issued. The Management, at their discretion, may require public liability insurance as they deem to be in the best interest of the Dennis A. Wicker Civic and Conference Center. The undersigned certifies that he/she is familiar with the Civic and Conference Center policies and regulations. The undersigned and renting party agrees to abide to and enforce the policies and regulations set forth by Center Management and or Dennis A. Wicker Civic and Conference Center Board of Advisors. The undersigned person will be directly responsible and liable to the Management and the Dennis A. Wicker Civic and Conference Center Board and will represent the leasing/renting organizations concerning ALL matters involving the usage of the Dennis A. Wicker Civic and Conference Center by the undersigned organization. The undersigned further certifies that he/she is the authorized representative to act for and accept responsibility for the leasing organization. Terms Upon electronically signing this Application for Use Form you are committed to our fee payment schedule, which is - CANCELLATION of event within 60 days of Event Date will FORFEIT deposit and CANCELLATION within 45 days of Event Date will FORFEIT ALL FEES. you will be invoiced. If deposit is NOT received within 10 consecutive days after receipt of Application for Use, the Dennis A. Wicker Civic and Conference Center Director can cancel the event. It is the client's responsibility to contact The Dennis A. Wicker Civic and Conference Center Business Office to advise if client contact information changes. It is imperative that we contact our clients in the event of an emergency of set-up questions. NOTE: A Tax Exempt ID or Social Security Number will be required for all refunds.

### **Regarding the**

I ACCEPT