

THE CORNERSTONE

Private Event Request Form:

Submitted By (Member): _____ Date: _____

Event Name and Type: _____

Event Date(s) and Times: _____

Projected Attendance: _____ Age Range: _____

Room(s) Requested: _____ Reception Hall (4000 SF) _____ Reception Hall (4000 SF) and Main Event Space (8000 SF)

Floorplan (attach): _____

Ticket Price(s): _____ Tickets Available: _____

Type of Services Required (attach): _____

____ Tables ____ Chairs ____ Stage(s) ____ Riser(s) ____ Sound ____ Lighting ____ Band Gear ____ Video ____ Signage

____ Photography ____ Internet/IT ____ Crowd Control ____ Pipe & Drape ____ Soft Goods ____ Linens ____ Coat Check

Performer(s): _____

Audio-Visual Equipment Requirements (Attach): _____

Artist(s) Contact(s): _____

Security Requirements: _____

Power Requirements: _____ Shore Power: _____

Stage Access & Parking Requirements: _____

Green Room Requirements: _____

Food and Beverage Requirements (Attach): _____

____ Beverage (N/A) ____ Beverage (ALC) ____ CATERING ____ CRAFT SERVICES ____ OTHER

Decor Requirements (Attach): _____

Comments: _____

Please note that NO outside vendors or customer-supplied goods or services are allowed without advance written approval from The Cornerstone Convention Center