

For Internal Use Only:
Month/Year_____



EVENT INFORMATION:

Please save the following form and email it to events@railroadpark.org

DATE OF THE EVENT: _____

NAME OF THE EVENT: _____

TYPE OF EVENT: _____

TIME FRAME OF YOUR EVENT: _____

ARE YOU A NON-PROFIT ORGANIZATION? YES or NO. *If you selected yes please attach a copy of your 501c3 form.*

RENTAL AREA (S) OR PACKAGE (S) DESIRED:

EXPECTED NUMBER OF GUEST: _____

IS THIS EVENT PUBLIC OR PRIVATE? PUBLIC or PRIVATE.

HOW MANY VOLUNTEERS WILL BE WORKING YOUR EVENT? _____

WHICH RAILROAD PARK PREFERRED CATERER WILL SERVICE YOUR EVENT?

WHICH RAILROAD PARK PREFERRED VENDOR (S) ARE YOU WORKING WITH TO HOST YOUR EVENT?

CONTACT INFORMATION:

SPONSORING ORGANIZATION, COMPANY OR PERSON:

PRIMARY CONTACT OR EVENT COORDINATOR:

CELL PHONE NUMBER: _____

ALTERNATE PHONE NUMBER: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

Make all checks payable to Railroad Park Foundation