

# Event Rental Request Form

## Contact Information

- Name: \_\_\_\_\_
- Organization/Company (if applicable): \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

## Event Details

- Event Name: \_\_\_\_\_
- Event Type: \_\_\_\_\_
- Expected Number of Guests: \_\_\_\_\_
- Event Date(s): \_\_\_\_\_
- Event Start Time: \_\_\_\_\_
- Event End Time: \_\_\_\_\_

## Space Requirements

- Preferred Room/Area: \_\_\_\_\_
- Setup Style (e.g., banquet, theatre, classroom): \_\_\_\_\_
- Equipment Needed (e.g., audio/visual, podium, tables, chairs): \_\_\_\_\_

## Catering Services

- Catering Required: Yes / No
- Menu Preferences (e.g., buffet, plated meal, dietary restrictions):  
\_\_\_\_\_
- Number of Meals Needed: \_\_\_\_\_
- Additional Catering Requests: \_\_\_\_\_

## Additional Services

- Decorations Required: Yes / No
- Security Services Needed: Yes / No
- Parking Requirements: \_\_\_\_\_
- Other Special Requests: \_\_\_\_\_

## Terms and Conditions

By submitting this form, you agree to comply with the policies and regulations of One Chevelle Center. Additional fees may apply for catering services, equipment rental, and other special requests. Please contact our team for a detailed breakdown of costs associated with your event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Submission Instructions

Please email the completed form to [events@theaflairstore.com](mailto:events@theaflairstore.com) or submit it directly through our website. For inquiries, contact us at (284) 541-1986.