

Westbrook & Associates
701 East Chatham Street, Suite 201
Cary, North Carolina 27511
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Chatham Estates Event Request

Please fill this out and email to office@westbrookcary.com at least seven days prior to the event. All requests will be processed in three business days.

Organization Name: _____

Contact Name and Title: _____

Address / City / Zip: _____

Phone: _____ Email: _____

Date Requested: _____ Time: From ____ : ____ To ____ : ____

Anticipated Number of Attendees: ____ Adults ____ Children ____ Total

Please Select the Reason for this Request:

- Food Distribution
- Birthday Party / Family Gathering
- Meeting
- Outreach: Please list below all items that will be distributed, including promotional material types.
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Signature of Contact Person: _____ Date: _____

- By signing and checking this box, I am agreeing to leave the shelter in good, clean condition. All trash will be put in trash cans, and no litter or materials will be left there.