



Event Center on the Beach
Curry County Fairgrounds

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OR 97444

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eventcenteronthebeach.com

Rental Information Sheet

Group/Organization: _____

Contact Name: _____

Address: _____

Phone: Email: _____

Purpose of Rental: _____

Name of Event: _____

Reader Board: _____

Date of Event: _____

Time of Event: _____ Time to Access Building: _____

Building: ___ Docia ___ Kitchen ___ Showcase ___ Gladdys Mann ___ Large Field
___ 101 Parking Lot ___ Center Parking Lot ___ Stage/Green

Number expected to attend: _____

Number of Tables: ___ Round ___ Rectangle

Number of Chairs: ___ Black (Folding) ___ White(Folding) ___ Padded(Not Folding)

Additional Rental Needs: ___ Tablecloths ___ Napkins ___ Mic/Speakers ___ Projector

Alcohol: Self-Service _____ Served _____ Sold _____ (for insurance purposes)

What company will you be using for alcohol service? _____