REQUEST FOR USE OF
AUDITORIUM FORM

(Must be submitted at least one month in advance of event to the Deputy Chief Executive Officer of the Point Fortin borough Corporation. Use back for additional explanations.)

Event_____Date Submitted _____

Proposed Date(s) of Use_____Day(s) of Week _____

Alcohol will be consumed ☐Yes ☐No   Alcohol will be sold ☐Yes ☐No

Set Up Time/Date _____   Starting Time of Event _____   Ending Time _____

☐ **Security required:** ☐Yes ☐No   Will tickets be sold at venue ☐Yes ☐No

Is this event open to the public? ☐Yes ☐ No   Will an entry fee be charged? ☐Yes ☐No # Attending __

Physical Plant Services Required:

Chairs/Tables Required ☐Yes ☐ No   Chairs (#_____)   Round Tables (#_____)
                                          (100 max. available)   (15 max available)

☐ Other Services (e.g. Projector)_____

Special Cleaning Required? ☐Yes ☐ No

Technical Support will be needed? ☐ Yes ☐ No   Explain _____

_____

Rented Materials to be delivered. Item(s) _____

Date & Time of Pick Up _   _____

Food: ☐ will be served.   ☐will not be served.

Non-alcoholic Beverages: ☐ will be served.   ☐will not be served.

NB. DJ to be contracted by Applicant

   Auditorium must be vacated by 12.00 am

Approval Signatures: *Upon approval the Applicant will be contacted and a contract will be required to be executed in the name of the Applicant/person responsible and the area will be reserved.*

Person Responsible/Applicant_____Phone # _____

*Notify Shane Gerald Auditorium Supervisor at 868-765-4775 immediately of any changes or cancellation no later than 48 hours before the event, if approval has been granted.

FOR OFFICIAL USE ONLY

☐ Booking Fee	☐ Caution fee	☐ Projector	☐ Insurance
☐ Audio system	☐ Administrative Fee	☐ Security	☐ Rental Fee Paid
	☐ Chairs and tables fee	☐ Other _____	