

DOWNLOAD PDF FORM AND SAVE IT TO YOUR COMPUTER.  
Then complete all required information and submit for processing.  
ALL AREAS INDICATED WITH AN ASTERISK MUST BE COMPLETED

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## Contact Information

Date

Organization Name\*

Contact\*

Street Address

Address Line 2

City

State

Zip Code

E-mail\*

Phone Number\*

Website

Fax Number

## Type of Organization

Please indicate one\*

Other, please describe

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## Event Information

Event Name\*

Event Description *(include attachment if desired)\**

Location Requested\*

Admission (select one)

Ticket Prices

Free

Ticketmaster Event

## Desired Set-Up

Provide a description of your set-up, including maximum occupancy, square footage needed, and any special requirements. You may attach a floorplan to this document.

Describe set-up here\*

Event Dates Requested\*

Alternate Dates

Load-in Time

Doors

Event Time

Load-Out Time

*(If multi-day event, please attach separate document with load-in, doors, event and load-out times daily.)*

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## Previous Experience *(List the last 3 shows you have promoted)*

Date

Show

Venue

Contact

Phone no.

## Professional References *(List agents and venue management you have worked with.)*

Name

Telephone Number

I certify that the information contained herein is accurate and true to the best of my knowledge. Furthermore, I expressly permit and authorize Westchester County Center to conduct an investigation to verify the validity of these statements herein. I also understand that there is a cost for rental and personnel at the Westchester County Center, and that I have read this rental packet.

Date

Signature\*