

# Westchester County Center Event Information Sheet

(Please submit all completed applications to Joe Simoncini at [countycenterres@westchestergov.com](mailto:countycenterres@westchestergov.com) or via fax to (914) 995-4063.

**DATE:** \_\_\_\_\_

**ORGANIZATION NAME:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **WEBSITE:** \_\_\_\_\_

**Please Indicate One:**

- Corporation       Partnership       Sole Proprietor  
 State Agency       501© 3

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**EVENT NAME:** \_\_\_\_\_

**LOCATION(S) REQUESTED (or space requirements):**

\_\_\_ **Main Hall**      \_\_\_ **Exhibit Hall**      \_\_\_ **Little Theatre**  
\_\_\_ **Meeting Rooms A B C D**      \_\_\_ **Meeting Rooms E F G H**

**EVENT DESCRIPTION:**

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**Admission (Please indicate one):**

Free     Ticketmaster Event     Selling Tickets

**Ticket Prices:**

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**DESIRED SET UP (Please provide a description of your desired set-up including maximum occupancy, necessary square footage and any special requirements):**

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**EVENT DATES AND TIMES REQUESTED (INCLUDING LOAD-IN & LOAD-OUT):**

**ALTERNATIVE EVENT DATES AND TIMES (INCLUDING LOAD-IN & LOAD-OUT):**

**Doors Open (if applies):**

