

**FRIENDS OF HILLTOP ARBORETUM
EVENT APPLICATION**

Event Date _____

Renter Name _____ Email Address _____

Mailing Address _____

City, State, Zip _____

Phone (Cell) _____ (Other) _____

Event Type: Reception Wedding Other _____

Guests _____ Note: Parking Lot Has Limited Spaces (See Parking Layout)

Will alcohol be served? Yes No

General Public Weekday General Public Weekday Evening General Public Weekend

LSU/Non-Profit Weekday LSU/Non-Profit Weekday Evening LSU/Non-Profit Weekend

Set-Up Time _____ AM/PM to _____ AM/PM

Event Time _____ AM/PM to _____ AM/PM

Take Down Time _____ AM/PM to _____ AM/PM

Total Rental Time _____ AM/PM to _____ AM/PM

Events are limited to **three hours** (three and a half for a reception **with** a wedding ceremony).

CHARGES DUE

Rental Rate \$ _____ For: Library Pavilion Auditorium Imo Brown Facility

Additional Hours \$ _____ For: ____ # Hrs Library Pavilion Auditorium Imo Brown Facility

Security Officer \$ _____ The LSU Hilltop Arboretum will hire a uniformed Officer at \$45/hour for one hour prior to the "Actual Event Time" through "Take Down Time". Calculate the cost and enter the figure.

Other \$ _____ Furniture, Complete Media DJ, etc. _____

Rental Total \$ _____

50% Payment \$ _____ Non-refundable, due at time of booking, balance due 2 weeks before event

Refundable Deposit \$ 500.00 For: Cleaning and or Overtime. The deposit also may be forfeited for the rental party's failure to strictly comply with Agreement for Use of Facilities and Premises

TOTAL DUE \$ _____ **To hold the date**

FRIENDS OF HILLTOP ARBORETUM
EVENT APPLICATION

Name: _____

Event Date: _____

METHOD OF PAYMENT

Payment

\$ _____ Date Paid _____

Check # _____ Billing Zip Code _____

Visa/MasterCard: _____ Exp. Date _____

Payment

\$ _____ Date Paid _____

Check # _____ Billing Zip Code _____

Visa/MasterCard: _____ Exp. Date _____

SIGNATURES

Renter Date Hilltop Date

NOTES: _____
