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 $ ____________ 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

Refundable $ 500.00

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: ____________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

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(Updated 12/2016)