

**FRIENDS OF HILLTOP ARBORETUM
MEETING APPLICATION**

Meeting Date _____

Renter Name _____ Email Address _____

Organization Name _____

Mailing Address _____

Work Phone _____ Cell Phone _____

Attendees _____ NOTE: PARKING LOT HAS LIMITED SPACES (see LSU Hilltop Arboretum Parking Layout)

Will alcohol be served? Yes No

General Public

LSU/Non-Profit

Weekday (Mon-Fri, 8:00-4:30) Weekday Evening (Mon-Thurs, 4:30-10:00) Weekend (Fri, 4:30-10:00, Sat-Sun, 8:00 am-10:00pm)

Total Rental Time _____ am/pm to _____ am/pm

Set-Up Time _____ am/pm to _____ am/pm

Event Time _____ am/pm to _____ am/pm

Take Down Time _____ am/pm to _____ am/pm

Renter is responsible for all needed set up and take down.

CHARGES DUE

Rental Rate \$ _____ For: Library Pavilion Auditorium Entire Facility

Additional Hours \$ _____ For: _____ Hours

A/V Equipment \$ _____ For: Beverly Brown Coates Auditorium - ONLY weekday business hours (\$175)

TOTAL \$ _____

50% Payment \$ _____ Due at time of booking (Payment by check preferred)

RECORD OF PAYMENTS

PAYMENT \$ _____ Date Paid _____ Check # _____ Billing Zip Code _____

Visa/MC _____ Exp. Date _____ V Code _____

BALANCE \$ _____ Date Paid _____ Check # _____ Billing Zip Code _____

Visa/MC _____ Exp. Date _____ V Code _____

SIGNATURES

Renter

Date

Hilltop

Date

Notes: _____

Hilltop Rep _____