



### Application and Conditions for Use

Organization: \_\_\_\_\_  
Event Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_

#### **Application Category:** Check all that apply

Regular (Non-Cordova Based)

Local (Cordova Based)

• Non-Profit (Letter of Determination Required) • 15% Discount

Native Organization • 10% Discount

#### **Event Details**

Meeting      • Training      • Banquet      • Production      • Birthday Party      • Movie

Event Date(s): \_\_\_\_\_ Set-up: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Anticipated Number Attending: \_\_\_\_\_ Will you be serving non-catered food/refreshments?  Yes  No

Will your event be open to the public?  Yes  No Will there be catered food service?  Yes  No

Will there be an admission charge?  Yes  No Will there be catered alcohol service?  Yes  No

**Note: ALL LIQUOR MUST BE PROVIDED BY A LICENSED AND INSURED PROVIDER; •Bring Your Own Bottle• IS STRICTLY PROHIBITED. PLEASE ASK FOR A CURRENT LIST OF PARTICIPATING CATERERS.**

#### **Room Set Up Style:** Please click or circle desired arrangement(s). Maximum table capacity = (8-rounds) (6-rectangles)

Head Table for ( <input type="checkbox"/> ) 	U-Shaped <input type="checkbox"/> 	Rectangle or Squa <input type="checkbox"/> 	Classroom <input type="checkbox"/> 	Chevron <input type="checkbox"/> 
Theater Style (Chairs Only) <input type="checkbox"/> 	Banquet <input type="checkbox"/> 	Banquet <input type="checkbox"/> 	Half-Rounds <input type="checkbox"/> 	Other <input type="checkbox"/> 

#### **Please circle or mark the rooms and accoutrements needed for your event on page 2 of the application.**

Applicant hereby agrees that they have made a full and complete disclosure of all information which might be pertinent to the Cordova Center's consideration of this application and that all foregoing statements and information are true and correct. Applicant must comply with all current Cordova Center Policies and all applicable local, state, or federal laws regarding licensing, bonding, copyright protection of other requirements. Applicant accepts responsibility for payment of rental equipment and service fees and for restitution of any damage to the facility or equipment resulting from Applicants use of the Cordova Center.

I hereby acknowledge that I have read, understand, and agree to abide by all the policies governing the use of the Cordova Center.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

How did you hear about us?  
\_\_\_\_\_

Please specify, who referred you?  
\_\_\_\_\_