



Curtis Culwell Center Event Application

4999 Naaman Forest Blvd • Garland TX 75040 • (972) 487-4700 • (972) 487-4774 (fax)

EBMS NO: Date Application Received: Sales/Event Coordinator:

All events must comply with current Curtis Culwell Center policies and procedures. Availability of the Curtis Culwell Center may be limited by previously scheduled events. Please return this form with all relevant information at least TEN (10) DAYS from the time that you receive it. A Proforma Invoice and an Approved Floor Plan will be prepared after this application is received and passed on to an Event Coordinator who will be assigned to your event. In order to reserve the facility, a required one-half of the base rental and a refundable damage deposit is to be paid payable to Garland ISD Curtis Culwell Center and must be paid at least ten(10) DAYS AFTER RECEIPT OF THIS EVENT APPLICATION. All remaining fees MUST be paid THIRTY (30) DAYS PRIOR to the event date unless a settlement occurs with an arena event. Rental fees will be charged based on the group/organization classification type. An additional charge may be charged for additional services, rooms, times, or dates requested by the Lessee. Late payment will result in late fee charges.

Group/Organization Information				
Group/Organization				
Address		City/state		Zip
Contact Person	Title	Work Phone	Home Phone	
Cell	Fax	E-Mail		
Event Name			Number. Expected Attendees	
Brief Description of Event				
Can it be published on the Curtis Culwell Center website: Yes <input type="checkbox"/> No <input type="checkbox"/>				
Do you have a website the public can link to for further information about your event? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, please list website				
Total estimated number of parking spaced needed for your attendees				
Please check desired area:				
<input type="checkbox"/> Entire Facility	<input type="checkbox"/> Arena	<input type="checkbox"/> Meeting Room 1	<input type="checkbox"/> Meeting Room 2	<input type="checkbox"/> Hospitality Room 1 - 2
<input type="checkbox"/> Ballroom Entire	<input type="checkbox"/> Ballroom A B C	<input type="checkbox"/> Ballroom E F G	<input type="checkbox"/> Ballroom D	<input type="checkbox"/> Concourse
<input type="checkbox"/> Lecture Hall	<input type="checkbox"/> Other			

Room Set Up		Technology/AV Needs		
<input type="checkbox"/> Chevron	<input type="checkbox"/> Conference	<input type="checkbox"/> Laptop computer	<input type="checkbox"/> Screen	
<input type="checkbox"/> Open Square	<input type="checkbox"/> Banquet Style	<input type="checkbox"/> Slide projector	<input type="checkbox"/> Other - Please Specify:	
<input type="checkbox"/> U-Shape	<input type="checkbox"/> Classroom Style	<input type="checkbox"/> TV		
<input type="checkbox"/> Theater (chairs Only)	<input type="checkbox"/> Reception	<input type="checkbox"/> Microphone		
<input type="checkbox"/> Hollow Square	<input type="checkbox"/> Other - Specify	<input type="checkbox"/> LCD Projector		
<input type="checkbox"/> Round Tables (10/table)		<input type="checkbox"/> VCR		
<input type="checkbox"/> Round Tables (8/table)	<input type="checkbox"/> Stage Size _____	<input type="checkbox"/> Transparency Projector		
<input type="checkbox"/> Lectern	<input type="checkbox"/> Dance Floor	<input type="checkbox"/> DVD		

Requested Event Dates/Times:				
Requested Dates <input type="text"/>	Move in Time: AM <input type="checkbox"/> PM <input type="checkbox"/>	Start Time: AM <input type="checkbox"/> PM <input type="checkbox"/>	End Time : AM <input type="checkbox"/> PM <input type="checkbox"/>	Move Out Time: AM <input type="checkbox"/> PM <input type="checkbox"/>
Alternate Date 1 <input type="text"/>	Move in Time: AM <input type="checkbox"/> PM <input type="checkbox"/>	Start Time: AM <input type="checkbox"/> PM <input type="checkbox"/>	End Time : AM <input type="checkbox"/> PM <input type="checkbox"/>	Move Out Time: AM <input type="checkbox"/> PM <input type="checkbox"/>
Alternate Date 2 <input type="text"/>	Move in Time: AM <input type="checkbox"/> PM <input type="checkbox"/>	Start Time : AM <input type="checkbox"/> PM <input type="checkbox"/>	End Time: AM <input type="checkbox"/> PM <input type="checkbox"/>	Move Out Time: AM <input type="checkbox"/> PM <input type="checkbox"/>
Additional Set Up Date <input type="text"/>	Move in Time: AM <input type="checkbox"/> PM <input type="checkbox"/>	Start Time : AM <input type="checkbox"/> PM <input type="checkbox"/>	End Time: AM <input type="checkbox"/> PM <input type="checkbox"/>	Move Out Time: AM <input type="checkbox"/> PM <input type="checkbox"/>
Requested Rehearsal Date Date <input type="text"/>	Move in Time: AM <input type="checkbox"/> PM <input type="checkbox"/>	Start Time : AM <input type="checkbox"/> PM <input type="checkbox"/>	End Time: AM <input type="checkbox"/> PM <input type="checkbox"/>	Move Out Time: AM <input type="checkbox"/> PM <input type="checkbox"/>

Catering Needs Needed		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Undecided <input type="checkbox"/>
The Curtis Culwell Center's policy allows only "approved" caterers from the CCC preferred caterer's list or the "On Premises Caterer" only. Applicant must submit name of caterer and a Food & Beverage Plan for approval				
Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>	AM/PM Breaks <input type="checkbox"/>	Hors D'oeuvres <input type="checkbox"/>
Catering Company			Contact	Phone No.
Buffet <input type="checkbox"/> Table Service <input type="checkbox"/>				

Concessions Needed		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Undecided <input type="checkbox"/>
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Ticketed Event: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please complete ticketing information request forms
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Additional Contact Person other than applicant (Person may authorize and incur charges on your behalf)

Name		
Address		E-mail
Day Phone	Other Phone	Fax

Authorization for verification of space utilization history and public records.

I hereby authorize the release of convention/conference/meeting space/special events utilization history, and public records whether by telephone, fax photo copy or original to the Curtis Culwell Center. I agree to hold harmless the Curtis Culwell Center and all providers of information on the prospective licensee described above. I hereby covenant and warrant that the information provided on this application is true and accurate. Any resulting contract shall be voided by the Curtis Culwell Center if this information is shown to be false or inaccurate. The Curtis Culwell Center reserves the right to review and approve applicants and events to determine their acceptability for the facility. Completion of a written contract is required to secure your rights.

Please note the following:

- Tentative holds indicate your interest in the space and are held for no more than ten (10) days. Space is not guaranteed until the actual Lease Agreement is executed.
- All dates are tentative until a lease is executed by all parties.
- The Curtis Culwell Center will make its best efforts to list accurate information on the Center's website and calendars
- Non-disclosure of information or providing false or misleading information may result in disapproval of application
- Please return this application: Fax: Sales 972 487-4774 - or -
US Mail: Sales, Curtis Culwell Center, 4999 Naaman Forest Blvd., Garland, TX 75040
- This application must be signed by the intended user.
- **All efforts will be made to honor the requested space and times. However, the Curtis Culwell Center reserves the right to relocate an event to a comparable space, if necessary.**

Signature (User) _____

Date_____