

EVENT REQUEST :(circle location)

AUSTIN SPORTS CENTER
425 WOODWARD
AUSTIN, TX 78704 (fax – 512-479-0080)

AUSTIN SPORTS CENTER – CEDAR PARK
1420 TORO GRANDE BLVD.
CEDAR PARK – OPENING AUG. 2008

RENTAL SPACE REQUIREMENTS:

Full building _____ One Half of Building _____ Meeting Space _____

Purpose for rental: (ie meetings, tournament, practice, etc) _____

Please indicate if requesting additional rooms:

Meeting Room: _____ Training Room: _____ Concession Area: _____

Inflatables: _____ Ice Machine: _____ Audio/Video: _____

Depending on the type of event and total number of participants for your event, additional security may be hired.

Please indicate by your initials that you understand this may be an additional charge consideration: _____

Will you be bringing in additional chairs, tables, equipment for this event: (estimated number of each) _____

Approval must be obtained before any signs, banners and photos can be hung on walls, doors, windows.

ACTIVITIES IN BUILDING:

Volleyball _____ How many courts? _____

Basketball _____ How many courts? _____

Additional or other activities: _____

Please explain: _____

Number of participants expected: _____ Age of these participants: _____ Estimated number of spectators: _____

DATES AND CONTACT INFORMATION:

Requested date of your event: _____ Secondary date: _____

Exact time of your event: _____ Any prep time involved: _____

Exact end time: _____ Estimated clean-up time: _____

Will there be an admission charge for your event: _____

Do you carry your own liability coverage for renting facilities: _____

Person responsible for this request/event: _____

Contact information for the above person:

Phone: _____ Email: _____

Please use separate sheet of paper to explain your event if the above questions do not adequately summarize your request needs.

Upon receiving this form, we will go over your requested date and event information. We will contact you with the date availability and any additional questions to help us evaluate your event and cost for rental.

THANK YOU! For considering AUSTIN SPORTS CENTER for your event.