

EVENT REQUEST FORM



Organization Name: _____

Contact: _____ Phone: _____

E-Mail: _____

Type of Organization: _____
(Civic, Business, Philanthropic, etc.)

Proposed Name of Event: _____

Proposed Event Description: _____

Will you be distributing items? Yes _____ No _____

If Yes, please explain: _____

Will you be selling items? Yes _____ No _____

If Yes, please explain: _____

Proposed Event Date(s) & Time: _____

1st Choice: _____ 2nd Choice: _____

How will you advertise/promote this event: _____

Anticipated Attendance: _____

Have you held this event in the past? Yes _____ No _____

If Yes, what are the historic details of the event (i.e. results, attendance, etc): _____

What special needs do you have regarding this event such as electricity or other services:

Please Note: You will be required to sign a License for Space Agreement and provide a Certificate of Insurance (see attached sample)

Email this form to Kenna Kowalski at kowalski@inland-western.com or fax to Kenna at (630) 645-7231.

Applications for Special Events must be submitted no later than 30 days prior to your proposed date.

Thank you for your interest in holding your event at Southpark Meadows.

We will notify you of our decision within 7 days of submission of this Event Request Form.