

**Reset Form**

**CENTER ON HALSTED**



*Application for Room Reservation*

CENTER ON HALSTED 3656 North Halsted, Chicago, Illinois 60613

**CONTACT:**

**DATE:**

## *Application Information*

ORGANIZATION	
CONTACT NAME	
WHAT IS YOUR ORGANIZATIONAL STATUS?	<input type="checkbox"/> 501C3 WITH BUDGET UNDER 500,000 <input type="checkbox"/> 501C3 WITH BUDGET OVER 500,000 OR GOVERNMENT BUSINESS <input type="checkbox"/> FOR PROFIT ORGANIZATION OR INDIVIDUAL
EMAIL / WEBSITE ADDRESS	
PHONES(S)	DAY:                      EVENING:                      CELL:
FAX	
BILLING ADDRESS	
CITY, STATE ZIP	

## *Event Description*

IS IT A DROP-IN, PRE-REGISTER OR PRE-SOLD EVENT?	
IF YOU WOULD LIKE THIS EVENT TO BE PUBLICIZED IN OUR PRINT/ONLINE CALENDAR, PLEASE SUBMIT CALENDAR DOCUMENT. PROVIDE A PDF FILE.	

## Event Description (CONT'D)

<p>IF THIS EVENT IS OPEN TO THE PUBLIC, PLEASE PROVIDE US WITH CONTACT INFORMATION THAT WE CAN MAKE AVAILABLE TO MEMBERS OF THE PUBLIC REQUESTING ADDITIONAL INFORMATION ABOUT YOUR EVENT.</p>	
<p>ARE YOU SERVING ALCOHOL AND/OR FOOD? IF SO, REFER TO <i>POLICY ON ALCOHOL USE AND EQUIPMENT</i></p>	
<p>IS THERE A FEE FOR THE EVENT?</p>	
<p>ARE YOU INTERESTED IN THE CENTER CHILDCARE FOR YOUR ATTENDEES?</p>	
<p>WILL YOU BE PROVIDING COMMUNICATION ACCESS FOR THE DEAF AND HARD OF HEARING AT THIS EVENT?</p>	

PLEASE PROVIDE AN ACCURATE DESCRIPTION OF YOUR EVENT. BE SURE TO INCLUDE ANY BUZZWORDS THAT PEOPLE MAY USE TO DESCRIBE THE EVENT AS MANY PEOPLE REFER TO EVENTS IN VARIOUS WAYS. THIS WILL BE HELPFUL IN DETERMINING APPROPRIATE ROOM AND ALSO HELPS THE RECEPTIONIST.

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## Event

REQUESTED DATE(S)				
ALTERNATE DATE(S)				
TIME(S)	SETUP START:	EVENT START:	EVENT END:	CLEANUP END:
NUMBER OF ATTENDEES				
ROOM				
SPECIAL SET UP EQUIPMENT REQUESTS AND ROOM CONFIGURATION (IE. CHAIRS, TABLES, STAGE, A/V, PODIUM, ETC.)				

WITH YOUR SIGNATURE YOU AGREE TO ABIDE BY CENTER ON HALSTED POLICIES, INCLUDING THOSE DEFINED IN THE RENTAL BOOK AND THE CODE OF CONDUCT AVAILABLE AT [WWW.CENTRONHALSTED.ORG](http://WWW.CENTRONHALSTED.ORG)

**SIGNATURE** \_\_\_\_\_