



**Burgaw Depot Event Center
Rental Application**

Event Date: _____ Event Type: _____
 Event Time: _____

Applicant Name: _____

Application is hereby made for use of the Burgaw Depot Events Center as indicated below:

- _____ Banquet Room (2,000 square feet, seats 120 people at tables)
- _____ Conference Room (200 square feet, seats 12-20 people)
- _____ Dock (includes bathroom access)
- _____ Open Area

Event Contact Information	Payee Contact Information
Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Home Phone: (_____) _____ - _____	Home Phone: (_____) _____ - _____
Cell Phone: (_____) _____ - _____	Cell Phone: (_____) _____ - _____
Email: _____	Email: _____

Estimate Number of attendees: _____
 Will Alcohol be served? _____ Yes _____ No (Beer, wine and champagne only)
 _____ Access to A/V Equipment (projector/tvs/microphone)

Tables/Chairs available for Event (Tables/Chairs are not provided for Dock only rentals)
 Round Tables (20 - 5' round banquet tables available)
 Rectangular Tables (4 - 8' rectangular tables available)
 Chairs (120 stacking banquet chairs available)

Applicant Signature: _____ Date: _____