

**FRIENDS OF HILLTOP ARBORETUM  
EVENT APPLICATION**

Event Date \_\_\_\_\_

Renter Name \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

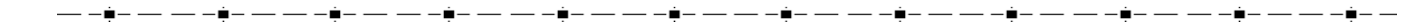
City, State, Zip \_\_\_\_\_

Phone (Cell) \_\_\_\_\_ (Other) \_\_\_\_\_

Event Type:     Reception     Wedding     Other \_\_\_\_\_

# Guests \_\_\_\_\_ Note: Parking Lot Has Limited Spaces (See Parking Layout)

Will alcohol be served?     Yes     No



General Public Weekday     General Public Weekday Evening     General Public Weekend

LSU/Non-Profit Weekday     LSU/Non-Profit Weekday Evening     LSU/Non-Profit Weekend

Set-Up Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Event Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Take Down Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Total Rental Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Events are limited to **three hours** (three and a half for a reception **with** a wedding ceremony).



**CHARGES DUE**

**Rental Rate**    \$ \_\_\_\_\_    For:     Library     Pavilion     Auditorium     Imo Brown Facility

**Additional Hours**    \$ \_\_\_\_\_    For:    \_\_\_\_ # Hrs     Library     Pavilion     Auditorium     Imo Brown Facility

**Security Officer**    \$ \_\_\_\_\_    The LSU Hilltop Arboretum will hire a uniformed Officer at \$45/hour for one hour prior to the "Actual Event Time" through "Take Down Time". Calculate the cost and enter the figure.

**Other**    \$ \_\_\_\_\_    Furniture, Complete Media DJ, etc. \_\_\_\_\_

**Rental Total**    \$ \_\_\_\_\_

**50% Payment**    \$ \_\_\_\_\_    Non-refundable, due at time of booking, balance due 2 weeks before event

**Refundable Deposit**    \$ 500.00    For: Cleaning and or Overtime. The deposit also may be forfeited for the rental party's failure to strictly comply with Agreement for Use of Facilities and Premises

**TOTAL DUE**    \$ \_\_\_\_\_    **To hold the date**

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Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

**METHOD OF PAYMENT**

**Payment**

\$ \_\_\_\_\_ Date Paid \_\_\_\_\_

Check # \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Visa/MasterCard: \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Payment**

\$ \_\_\_\_\_ Date Paid \_\_\_\_\_

Check # \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Visa/MasterCard: \_\_\_\_\_ Exp. Date \_\_\_\_\_

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**SIGNATURES**

\_\_\_\_\_  
Renter Date Hilltop Date

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NOTES: \_\_\_\_\_

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