Friends of Hilltop Arboretum
Event Application
Complete and return to: amy@friendsofhilltop.org

Event Date ____________________

Renter Name ___________________________________ Email Address______________________
Organization Name __________________________________________________________________________
Street Address ________________________________________________________________________________
City, State, Zip ________________________________________________________________________________
Phone (Cell) ______________________ Phone (Other)________________________

Event Type:  □ Wedding  □ Reception  □ Other ________________________________

# Guests _______ (Parking is limited, if number is 40+, guests must carpool.)
Will alcohol be served?  □ Yes □ No  Do you need an invoice?  □ Yes □ No

□ General Public Weekday  □ General Public Weekday Evening/Weekend
□ LSU/Non-Profit Weekday  □ LSU/Non-Profit Weekday Evening/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

Event time is limited to three hours not including set-up and take down.

Charges

Rental Rate $ _____________ For: □ Library □ Pavilion □ Auditorium
Additional Hours $ _____________ For: _____# Hrs □ Library □ Pavilion □ Auditorium
Rental Total $ _____________

Refundable Deposit $ _____________ 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
## Payments Record

### Refundable Deposit Payment

<table>
<thead>
<tr>
<th>Amount</th>
<th>Date Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500.00</td>
<td></td>
</tr>
</tbody>
</table>

**Payment Type:**
- [ ] Credit Card
- [ ] Check #________
- [ ] Cash

### Rental Payment

<table>
<thead>
<tr>
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</tr>
</thead>
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- [ ] Check #________
- [ ] Cash

### Signatures

_Renter_  
_Date_

_Hilltop_  
_Date_

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**Notes:**

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(Updated 8/2024)