

**Friends of Hilltop Arboretum**  
**Event Application**  
 Complete and return to: [hilltop@lsu.edu](mailto:hilltop@lsu.edu)

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

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

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

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

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

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

#Guests \_\_\_\_\_

Will alcohol be served?  Yes  No

- General Public Weekday (8:00-4:30)  General Public Weekday Evening/Weekend  
 LSU/Non-Profit Weekday (8:00-4:30)  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

Events are limited to **three hours** not including set-up and take down.



**Charges Due**

**Rental Rate** \$ \_\_\_\_\_ For:  Library  Pavilion  Auditorium

**Additional Hours** \$ \_\_\_\_\_ For: \_\_\_ # hours  Library  Pavilion  Auditorium

**Security Officer** \$ \_\_\_\_\_ Hilltop will hire an LSU Officer for one hour prior to the "Actual Event Time" through "Take Down Time". Call for current rate, calculate cost and enter figure.

**Rental Total** \$ \_\_\_\_\_

**50% To Hold Date** \$ \_\_\_\_\_

**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

**Friends of Hilltop Arboretum  
Event Application (cont.)**

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

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

**Payments Record**

**Refundable Deposit Payment**

**\$ 500.00**

**Date Paid:** \_\_\_\_\_

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

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

**Rental Payment**

**\$ \_\_\_\_\_**

**Date Paid:** \_\_\_\_\_

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

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

**Rental 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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