

Friends of Hilltop Arboretum
Event Application
Complete and return to: hilltop@lsu.edu

Event Date _____

Renter Name _____ Email Address _____

Mailing Address _____

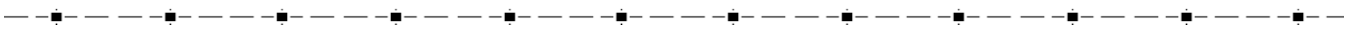
City, State, Zip _____

Phone (Cell) _____ Phone (Other) _____

Event Type: Reception Wedding Other _____

Guests _____

Will alcohol be served? Yes No



General Public Weekday General Public Weekday Evening/Weekend

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

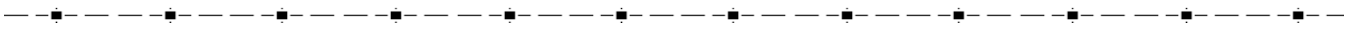
Set-Up Time _____ AM/PM to _____ AM/PM

Event Time _____ AM/PM to _____ AM/PM

Take Down Time _____ AM/PM to _____ AM/PM

Total Rental Time _____ AM/PM to _____ AM/PM

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



Charges Due

Rental Rate \$ _____ For: Library Pavilion Auditorium

Additional Hours \$ _____ For: ___# Hrs Library Pavilion Auditorium

Security Officer \$ _____ Hilltop will hire an LSU Officer at \$45/hour for one hour prior to the "Actual Event Time" through "Take Down Time". Calculate the 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 _____

Signatures

Renter

Date

Hilltop

Date

Notes: _____
