

Alabama A&M University The Agribition Center

4925 Moores Mill Rd Huntsville, AL 35811
Phone: 256-859-5896 Fax: 256-859-7813

Event Application Form

CLIENT INFORMATION

Applicant Name		Organization Name:	
Address:		City:	State: Zip:
Email Address:		Web site Address:	
Phone:	Work:	Cell/Pager:	Fax:

EVENT INFORMATION

Event Name to be placed on Marquee:		Event Description:	
Seating Style: (Bleachers) <input type="checkbox"/> (Chairs) <input type="checkbox"/> (None) <input type="checkbox"/>	Estimated Attendance Per: (Day) <input type="checkbox"/> (Event) <input type="checkbox"/> # #	Ticketed Event: Yes <input type="checkbox"/> No <input type="checkbox"/> Cost Per Ticket: \$	Ticket Agent:

LOGISTICS

Event Dates from _____ to _____	Move In Dates _____	Move in Time _____
Event times from _____ to _____	Move Out Dates _____	Move Out Time _____

FACILITIES & EQUIPMENT REQUESTED (Please indicate facilities and services needed)

_____ Main Arena	_____ Concession Room	_____ Number of RV Spots	_____ Wet down Arena
_____ P.A. System	_____ Concession Equipment	_____ Number of Tables	_____ Drag Arena
_____ Warm-Up Arena	_____ Catering	_____ Number of Chairs	_____ Roll Arena (Firm Floor)
_____ Breezeway	_____ Number of Stalls	_____ Number of Vendors	_____ Security
_____ Conference Room	_____ Number of Bags of Shavings	_____ Number of Consignors	_____ Labor
_____ Projector	_____ Television & DVD/VCR	_____ Overhead Projector	_____ Skid-Steer/Tractor

LIVESTOCK (Please specify numbers)

Equine _____	Bulls _____	Other (list): _____
Canine _____	Rabbits _____	_____
Cattle _____	Goats _____	_____

REFERENCES/CONTACTS

Name	Address	Phone	Name of Previous Events
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

Alabama A&M University

The Agribition Center

Please answer YES or NO to the following questions.
(Please attach documentation as needed for additional information)

Q1). Do you understand that you must provide certificate of liability insurance for 1 million dollars prior to your event being held at the Alabama A&M Agribition Center? If Yes, please list your insurance provider. Yes
 No

Signature Required:

Date:

Q2). Have you promoted this type of event, or one similar, before? If Yes, please list the name, date, and location of the event(s). Yes
 No

Q3). Do you have samples of literature which have been or may be used to promote/advertise your event? If YES, please attach them to the application. Yes
 No

Returning this event application indicates the applicant has applied to hold an activity at the Agribition Center, has reviewed and understands each application page, and the Events Guidelines and Rules.

All events and reserved dates are considered tentative until secured with a contract and deposit.

Name and Title

Signature

Date