

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

Meeting Date _____

Renter Name _____ Email Address _____

Organization Name _____

Mailing Address _____

Work Phone _____ Cell Phone _____

Attendees _____ (If greater than 35, need to carpool. Parking is limited.)

Will alcohol be served? Yes No Do you need an invoice? Yes No

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

***If set-up and/or take down times fall outside those listed above, there is an additional hourly rate charge. Renter is responsible for set-up and take down.**

Charges Due

Rental Rate \$ _____ For: Library Pavilion Auditorium

Additional Hours \$ _____ For: _____ Hours (Time before 8:00am or after 4:30pm)

A/V Equipment \$ _____ For: Beverly Brown Coates Auditorium - ONLY weekday business hours (\$50)

Total \$ _____ Due on or before the day of rental

Record of Payments

Payment \$ _____ Date Paid _____ Credit Card Check # _____ Cash

Balance \$ _____ Date Paid _____ Credit Card Check # _____ Cash

Signatures

Renter _____ Date _____ Hilltop _____ Date _____

Notes: _____ Hilltop Rep _____

