

Sacramento Scottish Rite Temple Inc. - SPECIAL EVENT REQUEST – FACILITY RENTAL REQUEST

Please provide us with the following information on your event. Once we receive the basic information, we are happy to contact you for a consultation on how to make your event a success.

*\*Indicates a required field*

\*Today's Date:

\*Name of the Event:

\*Dates of the Event:

\*Alternative dates:

\*Contact Person for Event Details:

\*Contact Phone:

\*Contact Email:

\*Legal entity conducting the event (contracts and insurance):

\*Single day event or multiple day event: Single, two day, three day, four day, 5 or more days

\*Times for each event day (list all dates and times if necessary):

\*Doors Open (The time your first person will need to get into the facility):

Guest Ready time:

Event Starts:

Event Ends:

\*Doors Close Time (Your last person is out of the facility):

\*Number of Attendees for each day of the event:

Rooms that you want to use: Memorial Hall? Kitchen? Bruno Room? Inner Lobby? Outer Lobby? See plan below.

Audio Visual Requirements: Microphone? Screen? Projector? Music? Etc.

\*Use of electricity: Will you need to use any off the wall receptacles or other power? Please describe.

\*Food: Will you be serving food or drink? If so, describe:

\*Will you be charging admission? Yes or No

\*Will you be serving or selling alcohol: Yes or No

