



Event Registration

LOCAL VENUE FORM

HOST INFORMATION

Name: _____
Mailing Address: _____
Email Address: _____
Phone Numbers: _____

VENUE LOCATION

Name of Venue: _____
Physical Address: _____
Type of Event: _____
Date and Time: _____

VENUE CONTACT INFORMATION

Name: _____
Position/Title: _____
Mailing Address: _____
Email Address: _____
Phone Numbers: _____

VENUE PERMISSION INFORMATION

Is a permit/fee necessary: Yes No Not sure

What is the amount of the permit/fee:

What information does the venue require to secure permission?

If no fee is required, do you have written permission to hold the event at this venue?

OTHER

Do you have any concerns about this venue or need help in securing the venue location?