

Town of Fountain Hills Community and Event Center

Event Request Form



Part 1 • Contact Information - Business, Organization, Name of BRIDE AND GROOM, Responsible Party (Please print clearly)

Main Contact(s): _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Mobile Phone: _____

E-mail Address: _____ Fax: _____

Alternate Contact: _____ Mobile Phone: _____

Part 2 • Complete Information (Please print clearly)

Event Date(s) Requested				
Event Title		Number of Guests?		
Type of Event Short Description				
Room(s) Requested		Will you need a dance floor?	<input type="radio"/> Yes <input type="radio"/> No	
Event Times	Set-Up Begins	Event Begins	Event Ends No later than 11 p.m.	Clean-Up Ends No later than 12 a.m.
Will you be serving liquor?	<input type="radio"/> Yes <input type="radio"/> No	Bar Opens	Bar Closes No later than 10:30 p.m.	<input type="radio"/> Hosted Bar <input type="radio"/> CASH Bar
List any Audio/Visual Needs				

Please indicate whether you are interested in the Town releasing the information in this Event Request Form to allow local hotels or event specialists to provide you with information. Yes No

In order to guarantee the reservation, administrative staff must receive this document filled out in its entirety.

Credit card will be charged for the full amount of the rental fees plus any required damage deposits.
Half of the ballroom rental fees are automatically non-refundable after charges have been made.

By signing this document below, you agree that the Town of Fountain Hills may authorize your credit card for any charges associated with the rental contract as stated above. Any refunds will be automatically credited to this card.

Part 3 • Fill in Credit Card Information

Charge My:

VISA MasterCard

Card Holder Name (Print) _____

Account Number _____

Expiration Date _____

Authorized Signature _____

Part 4 • Return your form

Mail in, Drop off, or Fax it in!

Town of Fountain Hills
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Questions: (480) 816-5200
www.fh.az.gov