



England Economic & Industrial Development District
1611 Arnold Drive, Alexandria, LA 71303
OFFICE: 318-449-3504 FAX: 318-449-3506
www.englishairpark.org | www.flyaix.org

EVENT INFORMATION FORM

The Community Center at England Airpark

1718 Keglman Blvd. | Alexandria, LA 71303

This information will be used to book your event and generate your contract. Please complete this form and return to Sheri Scallan, sscallan@englishairpark.org. If you need assistance, please call 318-427-6462.

Primary Contact: _____ Date Submitted: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Mobile Number: _____

E-Mail: _____

EVENT INFORMATION:

Date(s) of Event: _____ Time of Event: _____

Type of Event: _____

Estimated Attendance: _____

Food Served: [] Yes [] No Caterer: _____

Alcohol Served: [] Yes [] No Provided by: [] Caterer [] Licensed Professional Distributor

Utilize Stage: [] Yes [] No [] Band [] D/J

ROOM SET-UP: [] EA Staff [] Lessee

[] Banquet Style (w/Serving Line) - Qty. Round Tables _____ | Qty. Rectangle Tables _____

[] Banquet Style (w/o Serving Line) - Qty. Round Tables _____ | Qty. Rectangle Tables _____

[] Include Dance Floor Area - Size: _____

[] Classroom Style - Qty. Tables _____ | Qty. Chairs _____

[] Theater Style - Qty. Chairs _____

[] Other Describe Layout: _____

[] Highboy Tables - Qty. _____

Client Signature

Date

*Alcohol - No B.Y.O.B. Lessee is required to obtain a professional for the distribution of liquor and Professional Distributor must hold a liquor liability license. Professional Distributor is required to provide \$1,000,000 Event Liability Insurance Certificate to England Authority prior to the event.