



EVENT INFORMATION FORM

The Community Center at England Airpark

1718 Kegleman 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@englandairpark.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: \_\_\_\_\_

Private Event Corporate Event Corporate Fundraiser General Admission

Estimated Attendance: \_\_\_\_\_

Food Served: Yes No Caterer: \_\_\_\_\_

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

Utilize Stage: Yes No Type of Entertainment: Band D/J Other \_\_\_\_\_

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.