



Erie H. Meyer Civic Center Application Questionnaire

Mailing: P.O. Box 299, Gulf Shores, AL 36547

Physical: 1930 West 2nd Street, Gulf Shores, AL 36542

Rental Inquiry Phone: 251.968.1173 FAX: 251.968.1175 email: rentalfacilities@gulfshoresal.gov

Civic Center Lobby Public Phone 251.968.9196

Today's Date _____

RESPONSIBLE PARTY _____ Contact numbers: day _____

evening _____ cellular _____ email _____

Physical Address of Responsible Party/Business/Organization/Club: _____

Responsible Party Mailing Address: _____

PERSON IN CHARGE at event _____ Contact numbers: day _____

evening _____ cellular _____ FAX _____

Physical Address of Person in Charge: _____

Mailing Address of Person in Charge: _____

_____ email: _____

Type of Function _____ Number attending _____ Time of Function _____

What event date(s) are you planning to use the Erie Meyer Civic Center? _____

Do you need a move-in or move out day for additional fees? _____

Who will attend your program/event? _____

Is your event private or public? _____ Will you sell tickets? _____ In advance? _____ At the door? _____

Reserved seating or general admission? _____ Will you or anyone at your event sell merchandise? _____

Do you plan to have exhibitors or vendors at your event? _____ How many (close approximation)? _____

Give examples: _____

What kind of program/special event are you planning (in detail): _____

How will you use the Civic Center? _____

Do you plan to use the lobby? Detail your plan: _____

How will you use outside areas of the building? (i.e. portico, back lawn, parking lot) _____

What will be your use of the stage? _____

The arena rental fee includes use of the Basic PA (Public Address) package. This includes a podium & up to three (3) corded microphones on stands plugged into stage floor connections. Additional fees must be paid to use such items as: Cordless microphones, theatrical sound system, wireless internet connection, (LED) power-point projector, an 8' x 8' portable projection screen, etc. Describe below the type of equipment you plan to use.

The arena rental fee includes overhead recessed lights and general purpose fluorescent lights. This is usually adequate for social events, recitals, and most speaking engagements. Some specialty theatrical stage lighting may be available for additional fees upon advanced approval of your detailed lighting plan by the Rental Specialist. Do you plan to rent additional lighting equipment? _____

Do you plan to serve alcohol? _____ Do you plan to exchange money, tickets, or anything else for alcohol? _____

Will the kitchen be used? If so, how? _____

Deliveries must take place in your rental window of time. Civic Center personnel are not authorized to accept deliveries. List anyone who will be helping you with this event. Include any deliveries or other service persons and the names of their businesses. _____

When do you (or anyone affiliated with your event) need access to the Civic Center? List all times and purposes.

All layout plans must be approved by our Rental Specialist. Facility capacity is affected by how the furniture is set up and how you plan to use the facility. Please note that safety regulations prevent unapproved layouts from being used. It is important to consult