

## DECATUR CIVIC CENTER EVENT BOOKING SHEET

<b>Inquiry Date:</b>	<b>Tentative Date:</b>	<b>Referral Source</b>
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<b>Name on Contract</b>		<b>Work:</b>
<b>Contact Person:</b>		<b>Home:</b>
<b>Address:</b>		<b>Fax:</b>
<b>Town/State/Zip:</b>		<b>Pager/Mobile:</b>

<b>Approx Attendance:</b>		<b>Date of Event(s):</b>	
<b>Type of Event:</b>		<b>Set-Up:</b>	
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>	
<b>Room</b>	<b>Room</b>	<b>Room</b>	
<b>Set-Up</b>	<b>Set-Up</b>	<b>Set-Up</b>	
<b>Move-In</b>	<b>Move-In</b>	<b>Move-In</b>	
<b>Start</b>	<b>Start</b>	<b>Start</b>	
<b>End</b>	<b>End</b>	<b>End</b>	
<b>Move-Out</b>	<b>Move-Out</b>	<b>Move-Out</b>	

<b>Alcohol Required</b> Yes ( ) No ( )	<b>Police</b> Yes ( ) No ( )	<b>Catering or FSF?</b>	<b>IH Beverage or Linens?</b>
<b>IH AV ?</b>		<b>Dance Floor?</b>	<b>Other:</b>

**Comments:**