

EVENT REQUEST FORM

The Landing at Tradition and Tradition Village Center

Thank you for your interest in holding an event at The Landing at Tradition and Tradition Village Center. To request an event or performance, please use this feedback form. Submission must be made no later than thirty (30) days prior to the date desired for your event.

If your event/performance is approved, a date and time will be confirmed and an event agreement will be mailed to you prior to your appearance date.

NOTE: *Submission of this form does not confirm your request. Once received, we will contact you within five (5) working days to confirm receipt of your application.*

Please complete all information requested on this form.

Organization Name _____

Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Email Address _____

Daytime Phone Number _____ Fax Number _____

Description of Event

Number of People Projected/Expected _____

REQUESTED EVENT DATE AND TIME

List in the order of 1st and 2nd choice.

First-choice: Date _____ Time _____

Second-choice: Date _____ Time _____

**Equipment can be set up 2 hours prior to your event unless otherwise arranged. All questions about the use of The Landing at Tradition and Tradition Village Center equipment, The Landing at Tradition and Tradition Village Center's rules and regulations, and anything else pertaining to your event must be communicated to the Event Coordinator prior to your performance date, 724-772-1877. (Continued)*

DETAILS OF THE EVENT

Please give us a description of your event proposal. Please note that all events, projects, campaigns and collections must lend themselves to/enhance the existing shopping and leisure environment at The Landing at Tradition and Tradition Village Center.

Do you require power? If yes, please provide a description of what this is required for.

How many staff will be present at the event?

Will you bring any furniture for your event e.g. tables, chairs, tents, sound system, etc.?

Will you be able to provide full documentation, including Certificate of Liability?

Yes

No

Please email the completed form to: drbgroupllc@drbgroupllc.com

Thank you for your interest in The Landing at Tradition and Tradition Village Center.