

RESERVATION FORM

Date: _____

Event Date(s): _____ Type/Name of Event: _____

Event Time(s) in/out: _____ Set Up (if needed) Time in/out & Date: _____

Organization/Group/ Company Name: _____

Contact Person(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ 2nd Number: _____

Email: _____ Estimated Attendance: _____ Alcohol Y / N

Security Reminder _____

Facility Reserved:

- | | | |
|------------------------------------|-------------------------|---------------------------|
| ___ Arena | ___ Exhibition Building | ___ Poudre River Pavilion |
| ___ Arena Parking Lot | ___ Exhibition Kitchen | ___ Platte River Pavilion |
| ___ JBS Stage | ___ 4-H Building | ___ Big Thompson Pavilion |
| ___ Bunkhouse | ___ 4-H Kitchen | ___ Mt. Elbert Pavilion |
| ___ Buckle Club | ___ Saddle Club | ___ Grass Oval(s): _____ |
| ___ Event Center | ___ Livestock Barn | _____ |
| ___ EC Conference Rm.
A / B / C | ___ Other: _____ | _____ |

Set-Up Style:

- ___ Banquet ___ Hallow Square ___ U- Shape ___ Horseshoe ___ Circle ___ Cocktail
___ Theater ___ Classroom ___ Boardroom ___ Cabaret ___ Concert ___ Octagon
___ Herringbone ___ See Diagram/Notes ___ Other _____

Equipment Request:

Reservation # _____

Receipt # _____