



EVENT REQUEST FORM

*Please review the Event Rental Information before completing this form.  
Email the completed form to Sherri Dasilva at [sherri@hearthstone.net](mailto:sherri@hearthstone.net) or call 615-890-4651.*

Renter's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Time of Rental: ½ day (morning)      ½ day (evening)      full day

Other: \_\_\_\_\_(specify time for packages P1 and P2)

Estimated # of participants (include all staff and guests): \_\_\_\_\_

Description of rental use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RENTAL PACKAGE (please check desired package below):

PLAZA	
	P1
	P2
	P3
	P4
	P5

Check YES or NO. Please provide detail for YES answer:

	YES	NO	DETAIL
Will event be open to the public?			
Will admission fees be charged for event?			
Will food be served?			
Will lights be set up?			
Will there be music?			
Will there be amusement/entertainment services?***			
Will a catering service be used?***			
Will food be sold?			
Indicate any additional concerns or requests:			

For package P5, would you like to add a projected movie? Y N

## Certificate of Insurance

A certificate of insurance naming Hearthstone Properties and Fountains at Gateway as additional insured is due at least 2 weeks prior to scheduled event.

Renter shall indemnify, defend and hold harmless Fountains at Gateway, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of Fountains at Gateway, its officers, employees or agents.

Renter is solely responsible for supervising all individuals at Fountains at Gateway's facility during the event. Fountains at Gateway is not responsible for providing this supervision; however, Fountains at Gateway reserves the right to evict individuals from the facility during the event if their conduct is deemed to be destructive or detrimental in any way.

By signing below, I agree to be an authorized agent of the organization or individual submitting this agreement. The information provided in this agreement is true and correct. I have read and understand all terms of this agreement and agree to all campus and event rules and regulations detailed in the event rental information form.

### ***RENTER***

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Upon receipt of this event request, an invoice will be sent for the \$200 non-refundable reservation fee and the \$200 refundable Security Deposit. This invoice will be due within 7 days of receipt.*

*A separate invoice will be generated 30 days prior to the event for final payment.*