



## 2025 CONVENTION CENTER APPLICATION

DATE: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

TYPE OF ORGANIZATION:    PROFIT ☐            NON-PROFIT ☐

CONTACT PERSON: \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

EVENT WEBSITE: \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

EVENT START/END TIME: \_\_\_\_\_ SET-UP START TIME: \_\_\_\_\_ CLEAN-UP END TIME: \_\_\_\_\_

☐ Please include my event on the city's website calendar

☐ I want to promote my event on the city's marquee and will complete that form.

### PLEASE CHECK FACILITIES REQUESTED:

☐ Convention Center

☐ Conference Room I

☐ Conference Suite

☐ Conference Room III

☐ Kitchen

### PLEASE CHECK EQUIPMENT REQUESTED:

☐ Sound System

☐ AV Equipment

☐ Tables

Type	#
	TBD

☐ Chairs

Type	#
	TBD

**SPECIAL INSTRUCTIONS:**

DAY	DATE	START TIME	END TIME	FACILITIES	COST
<b>TOTAL</b>					

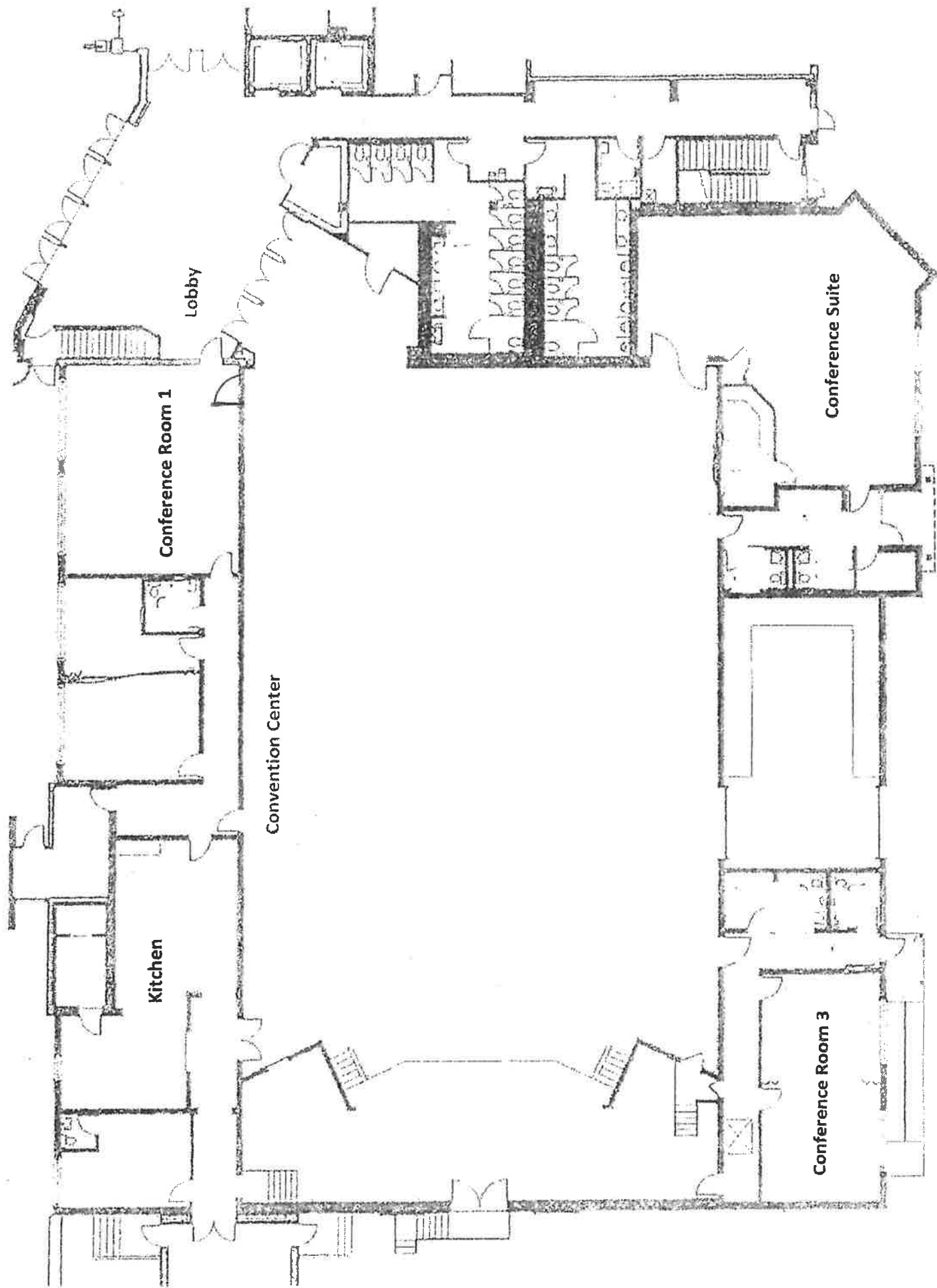
<b>Fees</b>	Mon - Thurs	Friday	Saturday	Sunday
Convention Center (Non-Profit)	\$600 (\$550)	\$1,500 (\$1,000)	\$1,500 (\$1,000)	\$1,500 (\$1,000)
Conference Suite	\$250	\$250	\$250	\$250
Conference Room 1	\$150	\$150	\$150	\$150
Conference Room 3	\$150	\$150	\$150	\$150
Kitchen	\$175	\$175.00	\$175	\$175
Electric (per event)	\$250	\$250	\$250	\$250
Trash Fee (per event)	\$50	\$50	\$50	\$50
IT/Internet (per day)	\$150	\$150	\$150	\$150

**For internal use only:**Liability Insurance: ☐ YES ☐ NO

Contract Deposit: \$\_\_\_\_\_ Date: \_\_\_\_\_ Taken By: \_\_\_\_\_

Security Deposit: \$\_\_\_\_\_ Date: \_\_\_\_\_ Taken By: \_\_\_\_\_

Balance due: \$\_\_\_\_\_ Date: \_\_\_\_\_ Taken By: \_\_\_\_\_





## Convention Center Marquee Sign Instructions

Our sign is 270x90 pixels on a 8'x3' display board. The sign runs daily from 5am to 11pm and will display other information besides your own, such as the time and temperature and other upcoming events. Your display card will run in rotation.

The board can display a logo or image as well as text in many combinations of foreground and background colors.

If your graphics or marketing department can provide us with a 270x90 jpeg image, we can display exactly what you provide. **If you do not have a design ready, please use the box below to show how you want the text and image to appear.**

Website: \_\_\_\_\_

Desired start time and date: \_\_\_\_\_

*\*No earlier than one month in advance of event*

Desired end time and date: \_\_\_\_\_

### **Text only displays:**

Foreground color of text: \_\_\_\_\_

Background color of text: \_\_\_\_\_

Email for approval: \_\_\_\_\_