

LHTO Center Event Request Application

AeroATL Multi-Purpose Room

Today's Date: _____

Organization Information

Organization Name: _____

Non-Profit Status (if applicable): _____

Are you an LHTO member (if yes, you can skip the rest of this section)? ☐ Yes ☐ No

Organization Address: _____

Main Contact Name: _____

Main Contact Email: _____

Main Contact Phone: _____

Secondary Contact Name: _____

Secondary Contact Email: _____

Secondary Contact Phone: _____

Website / Social Media (if applicable): _____

Event Details

Event Name: _____

Proposed Event Date(s): _____

Alternate Date(s) (if primary not available): _____

Event Time (include setup, cleanup): _____

Expected Number of Attendees: _____

Expected Number of Staff/Volunteers: _____

The capacity limit for the Multi-Purpose Room is 50 persons. This space can only be booked during business hours (9am-5pm, Mon-Fri).

Booking Period: Minimum 2 hours, Maximum 4 hours

Event Type (check one)

- ☐ Business / Civic Meeting
- ☐ Company Celebration
- ☐ Training / Workshop
- ☐ Community Program
- ☐ Special Event (describe)
- ☐ Other: _____

Event Requirements

Will your event require security? ☐ Yes ☐ No

If yes, please describe: _____

Will catering or outside vendors be used? ☐ Yes ☐ No

If yes, please list: _____

Will your event require A/V or technology? ☐ Yes ☐ No

If yes, please describe: _____

Will marketing/advertising materials be created? ☐ Yes ☐ No

If yes, all materials must be shared with LHTO Center prior to release.

Additional Information

Is the event open to the public? ☐ Yes ☐ No

Please provide a brief description of your event purpose and activities:

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____

***After submission, our team will review your request and contact you with next steps, including a walk-through if needed, booking agreement and an invoice for payment.**

Please note that parking is available for attendees at the Sky Lot which is within walking distance from space.