



FOR INTERNAL USE ONLY:

Received By: _____

Date: _____ Time: _____

Appointment Date: _____ Time: _____

RENTAL REQUEST FORM

310 E. PARKERVILLE RD • CEDAR HILL, TX 75104

PHONE: (972) 293-5288

CONTACT INFORMATION

Name of Contact _____ Phone Number _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Additional Contact _____ Phone Number _____

EVENT INFORMATION

Day/Date Requested: _____ Number of estimated attendance: _____

Start time of rental: _____ AM _____ PM End time of rental: _____ AM _____ PM

*Rental time must include set up time, and cleaning time.

EVENT TYPE (Please check all that apply)

- _____ Wedding Ceremony/Reception
- _____ Quinceanera
- _____ Youth Party/Birthday Party (0-18 Years)
- _____ Adult Party/Birthday Party (18+)
- _____ Meeting/Conference/ Lecture/Seminar
- _____ Social Event
- _____ Baby Shower
- _____ Bridal Shower
- _____ Church Event (Banquet, Luncheon)
- _____ Fundraiser
- _____ Other _____

AREA REQUESTED (Please check all that apply)

- _____ One Room (holds up to 64 people)
- _____ Two Rooms (holds up to 128 people)
- _____ Three Rooms (holds up to 192 people)
- _____ Four Rooms (holds up to 256 people)
- _____ Kitchen
- _____ Full Court Gym
- _____ Half Court Gym
- _____ Aerobics Room
- _____ Other _____

HOW DID YOU HEAR ABOUT US

- | | |
|--------------------------------|-------------------------------|
| _____ Digital Billboard | _____ Cedar Hill Website |
| _____ Fun & Fitness Magazine | _____ Friend |
| _____ Midlothian NOW! Magazine | _____ Southwest NOW! Magazine |
| _____ Perfect Wedding Guide | _____ Friend |
| _____ Newspaper | Other: _____ |

My signature on this form indicates that I have read and understand everything on this rental request form, and have provided accurate information regarding my request. I understand that is not a contractual binding agreement and I will be contacted at a future date to further discuss my request.

Signature: _____

Date: _____