



LAB 200 EVENT VENUE APPLICATION

Please completely fill out this application form to reserve event space at the Castro Valley Marketplace.
For questions not applicable to you, fill in "NA."

Event Name:

Event Space: **LAB 200**

Event Date(s) Day(s)

Set-Up Time(s)

Event Start Time(s)

Event End Time(s)

Breakdown Time(s)

Alternative: Event Date(s) Day(s)

Alternative: Set-Up Time(s)

Alternative: Event Start Time(s)

Alternative: Event End Time(s)

Alternative: Breakdown Time(s)

Is this event open to the public or private? Public Private

Y **N** If public, would you be interested in the Castro Valley Marketplace promoting your event?

Y **N** Would you be interested in Castro Valley Marketplace using photos from your event for publishing or advertising for our event space?

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Y **N** Is this event open to minors under age 18?

Y **N** Will attendees be paying for this event?

Y **N** On site at the event?

Y **N** In advance to the event?

How much are you charging for tickets/person? \$

Y **N** Are you offering to sell products at this event?

What are the products?

How much are they selling for (by the each)?

What utilities will you need access to during the before, during, and after the event?

Y **N** Would you be interested in our list of approved event vendors?

If so, what type of vendors are you interested in?



Y **N** Do you need any special accommodations or amenities?

If so, are they?

Y **N** Would you be interested in this being a series of events?

If so, what were you thinking?

How did you hear about the event venues at the Castro Valley Marketplace?

We require our event clients to take out a liability insurance policy of no less than \$1 million with Main Street Property Services, Inc., listed as an additional insurer. We can assist you by recommending insurance agents who can work with you on crafting the policy.

Y **N** Will you need assistance?

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The client, for the purpose of procuring event space from Main Street Property Services, Inc., warrants the above to constitute a full, true and correct statement of business & personal information. I authorize Main Street Property Services, Inc. to check my credit references, to contact any consumer or business credit reporting agency, to verify my employment or to substantiate any of the information contained herein from whatever source it deems appropriate and hereby authorize the banks and other credit sources named above to release any information requested to the Main Street Property Services, Inc.

This Event Venue Application is furnished for the purpose of inducing Main Street Property Services, Inc. to execute a license agreement; I understand there are penalties under the law for knowingly making any false statements or making a willful over evaluation of my personal financial condition for the purpose of influencing in any way Main Street Property Services, Inc.'s evaluation of my event venue application.

APPLICANT:

PHONE:

E-MAIL:

SIGNATURE:

DATE: