

**Friends of Hilltop Arboretum**  
**Meeting Application**  
Complete and return to: amy@friendsofhilltop.org

Meeting Date \_\_\_\_\_

Renter Name \_\_\_\_\_ Email Address \_\_\_\_\_

Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

# Attendees \_\_\_\_\_ (If greater than 35, need to carpool. Parking is limited.)

Will alcohol be served?  Yes  No

Do you need an invoice?  Yes  No

General Public Weekday (8:00am-4:00pm)

General Public Weekday Evening/Weekend

LSU/Non-Profit\* Weekday (8:00am-4:00pm)

LSU/Non-Profit\* Weekday Evening/Weekend

Set-Up Time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Event Time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Take Down Time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**If set-up and/or take down times fall outside those listed above, there is an additional hourly rate charge. Renter is responsible for set-up and take down.**

**\*To receive the Non-Profit rate, Non-Profits must submit a copy of their 501(c)(3).**

**Charges Due**

Rental Rate \$ \_\_\_\_\_

For:  Library  Pavilion  Auditorium

Additional Hours \$ \_\_\_\_\_

For: \_\_\_\_\_ Hours (Time before 8:00am or after 4:00pm)

A/V Equipment \$ \_\_\_\_\_

For: Beverly Brown Coates Auditorium - ONLY weekday business hours (\$50)

**Total** \$ \_\_\_\_\_

Due on or before the day of rental

**Record of Payments**

**Payment** \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

Credit Card  Check # \_\_\_\_\_  Cash

**Balance** \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

Credit Card  Check # \_\_\_\_\_  Cash

**Signatures**

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hilltop

\_\_\_\_\_  
Date

Notes: \_\_\_\_\_

Hilltop Rep \_\_\_\_\_