

Assembly Hall
ALL RESPONSES MUST BE TYPED!!!

Additional Information

What types of events would be taking place at this facility?	
How often will events be held at the facility?	
What is the maximum capacity of the facility? How many people are expected at each event?	
What will be the specific hours and days of operation? Your answer may be a range, but staff will need to know the earliest and latest hours that the facility will be open.	
Where will your dumpsters be located? Please include the location on your Site Plan as well.	

Security Measures

Please explain how events will be staffed.	
What measures will be put in place for crowd control?	
Will there be security on site? Describe your procedure for determining when security staff will be needed.	

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Transportation Plan

<p>Please explain how your guests/customers will arrive for the event.</p>	
<p>Please explain where the queuing area will be located for guests using Uber, Lyft, or valet parking. Where will staff and event attendees park?</p>	
<p>Is all parking available on site, or will you be offering additional parking off-site?</p> <p>If you have an agreement to use an off-site property for additional parking, please provide a copy of the signed, written agreement between you and the owner of the property where the additional parking will be taking place.</p>	

Alcohol Policy

<p>Will you be serving alcohol at the facility?</p> <p>If so, please submit a detailed alcohol policy for the facility on a separate sheet of paper.</p>	
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