

The Barn and Fields @ Evergreen Memorial Park and Recreation Association

GENERAL RENTAL APPLICATION AND INFORMATION SHEET

NAME: _____ APPLICATION DATE: _____

EVENT DATE: _____ DAY OF THE WEEK: _____ TIME OF EVENT: _____

EVENT TYPE:

_____ CEREMONY & RECEPTION ___ CEREMONY ONLY ___ RECEPTION ONLY

CEREMONY LOCATION: _____ THE BARN _____ THE FIELDS _____ OFF
PROPERTY

TIME BLOCK HOURS: _____ (HOURS INCLUDE SETUP AND CLEANUP)

OF PEOPLE EXPECTED: _____

MAIN CONTACT FOR ARRANGEMENTS: _____ PHONE: _____

EMAIL: _____

RESPONSIBLE PARTY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____ MAIN PHONE: _____

BRIDE: _____ GROOM: _____

PRIMARY CONTACT NUMBER FOR BRIDE & GROOM: _____

PRIMARY E-MAIL CONTACT FOR BRIDE & GROOM: _____

WEDDING OR DAY OF EVENT COORDINATOR: _____ PHONE: _____

CATERED? _____ DANCING? _____

ALCOHOL? _____ (SUBJECT TO MEETING REQUIREMENTS)

HOW DID YOU HEAR ABOUT THE BARN? _____

To begin the rental process, please complete this form and email it to:

weddings@EvergreenMemorialPark.com

Or fax to:

303-674-0556