



MARTIN CENTER FACILITY RENTAL LICENSE APPLICATION FOR BUSINESS OR ORGANIZATION

APPLICANT INFORMATION:

1. Applicant: _____ (name of company, business, or individual as you would report it on a W-9 and a certificate of insurance)

2. Contact Person: _____

Phone Number: _____

Fax Number: _____

Address: _____

City/State/County: _____

Employer Identification Number: _____

Please check one: Profit: _____ or Non-profit: _____. You must submit a Tennessee Letter of Exemption to qualify for non-profit rental rates.

3. Name of person who will sign contract: _____

Title: _____ Phone Number: _____

EVENT INFORMATION:

1. Requested Dates/Times: _____

2. Full description and name of show or function for which facility is being rented: (Attach additional sheet if necessary or promotional information from past events):

3. Estimated Attendance: _____

Please list two (2) facilities where event has been held within two (2) years:

Facility Name: _____

Contact Name: _____

Date of Event : _____

Phone Number: _____
Facility Name: _____
Contact Name: _____
Date of Event: _____
Phone Number: _____

Please list (2) facilities which you have previously rented. If you've never rented a facility before, write N/A:

Facility Name: _____
City/State: _____
Contact Name: _____
Date of Event: _____
Phone Number: _____
Name of Event Promoted: _____

Facility Name: _____
City/State: _____
Contact Name: _____
Date of Event: _____
Phone Number: _____
Name of Event Promoted: _____

CREDIT REFERENCE:

1. Organization or Bank _____

2. Contact: _____ Phone _____

BUSINESS REFERENCES

If you wrote N/A for Facility References or if you were only able to list one reference, please list three (3) companies with which you have done business.

Company: _____
City/State _____
Contact: _____
Phone # _____

Company: _____
City/State _____
Contact: _____
Phone # _____

Company: _____
City/State _____
Contact: _____
Phone # _____

This application will **NOT** be processed/approved if information is incomplete or inaccurate. No dates can be contracted without an Approved License Application. This is not a legal contract and is not binding to either the Applicant or the Martin Center of FiftyForward. **DO NOT** make any advance arrangements regarding facility usage until a contract has been fully executed with Martin Center of FiftyForward. This includes disseminating or releasing any information or publicity of any nature in regard to the event including, but not limited to, the offering of tickets or reservations.

I hereby confirm that the above is true and correct to the best of my knowledge.

Applicant:

Signature

Date

Please return via fax or mail to:

The Martin Center
960 Heritage Way
Brentwood, TN 37027
Fax # 376-0124

Accepted:
Martin Center of FiftyForward

By: _____ Dated: _____
Center Director