



Square One Venue

REQUEST FOR FACILITY USE

1200 Mountain Creek Road, Suite 201, Chattanooga, TN 37405
(423) 402.0568 ♦ squareonevenue@gmail.com ♦ www.squareonevenue.com

Date: _____

Name of Requestor: _____ Cell: _____

Name/Organization: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Event / Activity Name: _____

- Event Location: **Main Event Hall**
 Foyer Only
 Main Event Hall and Foyer
 Bride & Groom's Dressing Room
 Theater Only
 Full Event Space
All spaces include use of kitchenette and common areas (hallway/restrooms)

Date(s) of Event: _____

Time of Event: From: _____ (am/pm) To: _____ (am/pm) (include pre/post-event time)

Describe Purpose of Activity/Event: _____

Lighting/ Sound Equipment Needed in Theater? Yes No (Circle One) Technician Fee \$100 (not optional)

Do you need tables/chair? Yes No (Circle One) How Many? _____ (\$50 non-refundable fee)

Will stage need to be cleared in Theater? Yes No (Circle One)

Number Attending Event: _____

Will You Be Serving Food? _____ Alcohol? _____ (Permit or Licensed Caterer Required)

Driver's License: State/License Number _____ SS# _____

Name/Address of Caterer: _____

Special Events Permit No.: _____ Date/Times of Permit: _____

Insurance Carrier: _____ Policy No.: _____

Rider for Serving Alcohol? _____ Credit Card No.: _____

Attach Copy of Certificate of Insurance: Minimum of \$500,000 for bodily or personal injury to or death of one person, \$1,000,000 liability coverage per occurrence and \$2,000,000 aggregate of liability coverage. Must contain liquor/beer liability coverage. Certificate of Insurance must show as Additional Insured: William B. Raines Jr. (Owner), The Raines Group Inc. (Managing Agent) and The Raines Group, LLC (Licensor).

Requested By: _____

Name: _____

Title: _____

Tel: _____

Email: _____