



Event Planning Worksheet

To request a reservation, complete this form and send to The Bridge Event Center
6200 Garrett Street, Boise ID 83714; or fill out online, at www.bridgeeventcenter.com

Please note: this worksheet is only a request for a reservation; your reservation is official once you sign your Agreement Summary and submit half the rental fee.

Event Name _____ Event Date: 1st Choice _____ 2nd Choice _____

Event Start Time _____ Event End Time _____ Estimated Attendance _____

Company or Sponsor _____

Contact Person _____ Phone Number: _____

Alternate Contact _____ Phone Number _____

Fax Number _____ E-mail(s) _____

Billing Address _____ City _____ State _____ Zip _____

Brief description of event:

Signature _____ Date: _____

Group Type

- Commercial
- Private
- Nonprofit

Set- up Requested

- Theater style
- Classroom style
- Banquet style

Area(s) requested

- Entire facility
- All Indoor Spaces
- Great Hall
- Library
- Channing
- Balasz
- Nursery
- Fahs
- Brown
- Stowe
- Raible
- All Outdoor Spaces
- Kitchen



Event Requirements

- Audio/Visual Equipment, including:
 - 2 cordless Microphones
 - Screen
 - Lectern, with microphone
- Parking attendants (if more than 200 guests)
- Decorations
- Set-up and/or rehearsal time
- Chairs
 - Type _____
 - Quantity _____
- Tables
 - Type _____
 - Quantity _____
- Piano
- Alcohol will be served