



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 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.*

Type of Event:

Event Date: 1st Choice: 2nd Choice:

Event Start Time: **End Time:**

Estimated Attendance:

Group type (check one): Commercial Private Nonprofit

Alcohol to be served? Yes No

Contact Person: **Phone Number:**

Alternate Contact: Phone Number:

Email address(es):

Billing Address:

City: State: ZIP:

Brief description of event and/or comments:

Today's date: