



The Pride Center at Equality Park, 2040 N. Dixie Hwy, Wilton Manors, FL 33305

Meeting and Conference Space Request Form

Applicant Information

ORGANIZATION	
CONTACT NAME	
WHAT IS YOUR ORGANIZATIONAL STATUS?	<input type="radio"/> 501 (c) 3 with budget under \$500,000 <input type="radio"/> FOR PROFIT ORGANIZATION, BUSINESS OR INDIVIDUAL <input type="radio"/> PRIDE CENTER MEMBER
EMAIL / WEBSITE ADDRESS	
TELEPHONE (S)	
FAX ADDRESS	
CITY, STATE, ZIP	

Meeting or Event Description

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR ORGANIZATION.	
PLEASE PROVIDE INFORMATION ABOUT YOUR EVENT THAT WE CAN USE TO PUBLICIZE IN OUR ON-LINE CALENDAR AND MAKE AVAILABLE TO THE PUBLIC REQUESTING INFORMATION.	
DO YOU PLAN TO SERVE ALCOHOL? IF SO, PLEASE ADVISE.	
DO YOU PLAN TO SERVE FOOD? IF SO, PLEASE DESCRIBE.	



PLEASE PROVIDE A DETAILED DESCRIPTION OF YOUR EVENT (INCLUDING DAY, TIME AND FREQUENCY OF MEETING/EVENT, CHAIR/TABLE/AV NEEDS, SETUP/STRIKE DOWN TIME NEEDED, ETC.)

Event Details

IS THIS A RECURRING MEETING/EVENT?	
REQUESTED DATE (S)	
TIME (S)	
NUMBER OF ATTENDEES	
AUDIO/VISUAL NEEDS (WE PROVIDE: SOUND SYSTEM, 4 MICS, CD PLAYER, I-POD DOCK/AM/FM RADIO.	
FURNITURE NEEDS (CHAIRS, TABLES, PODIUM). EACH GROUP IS RESPONSIBLE FOR THEIR OWN SET UP AND TO LEAVE THE ROOM AS IT WAS FOUND.	

Please complete this application and forward to Samantha McCoy, Customer Service Coordinator, The Pride Center, 2040 N. Dixie Hwy, Wilton Manors, FL 33305 or Fax: 954-764-6522.

Please allow sufficient time between submission of application and event date for administration of application.