

For Internal Use Only:
Month/Year_____



EVENT INFORMATION:

EVENT DATE: _____

EVENT NAME: _____

TYPE OF EVENT: _____

TIME FRAME OF YOUR EVENT: _____

ARE YOU A NON-PROFIT ORGANIZATION? Circle YES or NO. *If you selected yes please attach a copy of your organization's 501c3 form.*

RENTAL AREA (S) OR PACKAGE (S) DESIRED:

EXPECTED NUMBER OF GUESTS: _____

IS THIS EVENT PUBLIC OR PRIVATE? Circle PUBLIC or PRIVATE.

HOW MANY VOLUNTEERS WILL BE WORKING YOUR EVENT? _____

WHICH RAILROAD PARK PREFERRED CATERER WILL SERVICE YOUR EVENT?

WHICH RAILROAD PARK PREFERRED VENDOR (S) ARE YOU WORKING WITH TO HOST YOUR EVENT?

CONTACT INFORMATION:

SPONSORING ORGANIZATION, COMPANY OR PERSON:

PRIMARY CONTACT OR EVENT COORDINATOR:

CELL PHONE NUMBER: _____

ALTERNATE PHONE NUMBER: _____

EMAIL ADDRESS: _____

SPONSORING ORGANIZATION, COMPANY WEB ADDRESS:

MAILING ADDRESS: _____

**PLEASE FAX YOUR COMPLETED FORM TO (205) 521-9922 OR
EMAIL IT TO: events@railroadpark.org**

1600 1st Avenue South - Birmingham, AL. 35233 - (205) 521-9933

www.railroadpark.org

Make all checks payable to Railroad Park Foundation

