Friends of Hilltop Arboretum Meeting Application

Complete and return to: hilltop@lsu.edu

	Meeting Date			
		Email Address		
Organization Name				
Mailing Address				
Work Phone	Cell Phone			
# Attendees	Attendees (If greater than 35, need to carpool. Parking is limited.)			
Will alcohol be served? Y	es No D	o you need an invoice? Yes	No	
General Public V	Veekday (8:00am-4:30pm)	General Public Weekday Ever	ning/Weekend	
LSU/Non-Profit	Weekday (8:00am-4:30pm)	LSU/Non-Profit Weekday Eve	ening/Weekend	
Set-Up Time* _	a	m/pm to a	am/pm	
Event Time	a	m/pm to	am/pm	
Take Down Tim	e* a	m/pm to a	am/pm	
*If set-up and/or take down time for set-up and take down.	es fall outside those listed abo	ve, there is an additional hourly rate cl	harge. Renter is responsible	
Charges Due				
Rental Rate \$	For: Library	Pavilion Auditorium		
Additional Hours \$	For:	For:Hours (Time before 8:00am or after 4:30pm)		
A/V Equipment \$	For: Beverly Brown Coates Auditorium - ONLY weekday business hours (\$50)			
Total \$	Due on or before the day of rental			
Record of Payments				
Payment \$	Date Paid	Credit Card Check #	Cash	
Balance \$	Date Paid	Credit Card Check #	Cash	
Signatures				
Renter	Date	Hilltop	Date	
Notes: Hilltop Rep				
			(Updated 2/2024)	