

University of North Alabama

Connie D. McKinney Center Events Application

Welcome

We are honored you are considering an event with the University of North Alabama Connie D. McKinney Center. We ask that you complete the application below. While all applications will be considered, events are booked on a first come first served basis Please complete the following application form.

****For planning purposes, applications should be submitted a minimum of 90 days prior to the event.***

Event Information

Name of Organization:	
Address:	
Person of Contact:	
Phone:	
Alternate Phone:	
E-Mail Address:	
Event Name:	
Event Date:	
Time of Event:	
Weekend Event	
Anticipated # of Guests:	

Will Alcohol be Served?

☐ No

☐ Yes, Liquor License Number: _____

****Catering Party for Alcohol must have current Liquor License***

Event Location Information

Please check all that are required for the event:

☐ Drummond Gallery

☐ Demonstration Studio (kitchen) (seats 32)

☐ Board Room (seats 8)

☐ Drummond Gallery & Demonstration Studio

Gallery Configuration

Please check the area required of the room configuration:

☐ Banquet 10- 5ft round tables (Seating for 80 guests)

☐ Banquet 24 72"X30" tables (Seating for 96 quests)

☐ Tall Cocktail tables #_____ of tables needed

☐ Banquet 18 72"X30" tables (Seating for 84 quests)

☐ Empty Gallery

☐ Lecture (Seating for 138)

☐ Other, please describe: _____

Will Admission be charged?

Please check appropriate box. If admission is charged, please give a dollar amount.

☐ No

Yes, Amount: _____

For University Events

What department/area does this event support?

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For Community Events

If this is a community event, what is the purpose of the event?

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Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete.

Name (Printed), Position, Title	
Signature	
Date	

Our Policy

If an event is accepted to the McKinney Center calendar, an agreement will be signed between the Event Person of Contact and the Senior Administrative Assistant. All costs of the event are the responsibility of the reserving party.

Key Cards to enter the event require a \$100 USD deposit per key. All keys must be returned in 24 hours from the end of the event.

All inquiries, invoices, and budget transfers will be handled by the department Senior Administrative Assistant, Heather Underwood, Ms. Underwood may be reached at 256-765-4313 or coasevents@una.edu

For Internal Use Only

Date Application Received:	
Received By:	
Event Accepted (yes/no):	
Agreed Upon Event Costs:	
Additional Information:	