



## FACILITY & EVENT INFORMATION REQUEST

Please email this form to [letshavefun@hsvpoa.org](mailto:letshavefun@hsvpoa.org) or post mail to HSV POA c/o Facility Rentals, 150 Ponderosa Lane, Hot Springs Village, AR 71909. For more information call 501-922-5556.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Facility (*if known*): \_\_\_\_\_

Name of Organization (*if applicable*): \_\_\_\_\_

Date of Event: \_\_\_\_\_

Number of Attendees Expected: \_\_\_\_\_

Space Desired (*if known*): \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_

Time Needed to Decorate:      YES      NO

Notes / Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_