FACILITY & EVENT INFORMATION REQUEST

Please email this form to letshavefun@hsvoa.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: ____________ NO

Notes / Comments: ____________________________________________

Signature: ________________________________