

# METREON

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Please complete and fax to 415-369-6025 or e-mail to [jlippman@westfield.com](mailto:jlippman@westfield.com)

## APPLICATION FOR EVENT SPACE

<b>Name</b>		<b>Client Company Name</b>	
<b>Direct #</b>		<b>Address</b>	
<b>Mobile #</b>			
<b>Email address</b>			
<b>Fax #</b>			
<b>Calling from Client, Meeting Planner or DMC, which?</b>			
EVENT DETAILS			
<b>Name of Event</b>		<b>Date &amp; Time of Event</b>	
<b>Convention Related?</b>		<b>Large Items w/ Loading?</b>	
<b>Event Description</b>			
<b>Type of Event</b>		<b>Event Location</b>	
<b>Attendance #</b>		<b>Audience</b>	
<b>Load-in Time</b>		<b>Load-out Time</b>	
<b>Rentals</b> (what will be brought in? tables? chairs? Easels? private event signage, podiums, etc.)			
<b>Security</b> (# of officers, stanchion, camera monitoring, alcohol, etc.)			
<b>Media Services</b> (projectors, laptops, screens, mics, speakers, lighting, etc.)			
<b>Catering</b> (Will there be F&B? will alcohol be served? outside caterer, insurance, etc.)			
<b>Technical Requirements</b> (extra event power? wired internet? Permitting?)			
<b>Admission/Sales</b> (Will items be sold? average price? Will admission be charged? public/private)			

Please note: This application is for information purposes only and is not to be construed in any way as a commitment to enter into a License Agreement. Vendors are chosen based on space, availability and merchandise.