



Klamath County Event Center

3531 S. 6th Street
Klamath Falls, OR 97603
p. 541-883-3796 f. 541-883-3798

Event Request Form

Name: _____

Mailing Address: _____

City, State Zip: _____

Phone Number: _____ Email: _____

Event Information

If you do not have the answer at this time, just leave it blank, however any information you can give will make our estimates more accurate and help prevent any issues later on.

Event Name: _____

Possible Event Dates: _____

Event Type: _____ Estimated Attendance: _____

Preferred Building: _____ Public or Invite Only: _____

Tables (Round or Banquet): _____ Will there be alcohol: _____

Comments:

OFFICE USE ONLY

Set up day(s) needed: _____ Tear Down day(s) needed: _____

Booking Fee Paid

Logged

Notes: _____

Estimate Made

Estimate Sent

Contract Sent

Contract Received

Insurance

OLCC

Approved By: _____