

BELL TOWER

FORT MYERS

Special Event Application

Please forward completed application to:

Bell Tower
13499 US 41 SE
Suite 161
Fort Myers, FL 33907
239-489-3267 fax
email to: jclark@mmrs.com

Application Date: ____/____/____

EVENT INFORMATION

Organization/Company Name website:	
Event Organizer Name:	
Address, City, State Zip:	
Email:	
Phone:	
Event Name/Type of Event:	
Nonprofit or For Profit:	

EVENT INFORMATION

Venue event location	<input type="radio"/> Center Court only <input type="radio"/> Curbside (Parking Lot / Property wide) <input type="radio"/> Full Lifestyle (interior corridors & Center Court)
Date, setup/arrival time, event start time, stop time and proposed timeline of events: (use separate sheet of paper, as needed)	
Please describe your event in detail:	

Is this a public or a private function:	<input type="radio"/> Event Open to the Public <input type="radio"/> Private Function <input type="radio"/> Pre-Registered Guests Only
My event will include: (check all that apply)	<input type="radio"/> Raffles / Prizes <input type="radio"/> Auction <input type="radio"/> Music / Entertainment <input type="radio"/> VIP area <input type="radio"/> Vendor / Sponsor participation <input type="radio"/> Food / Cocktail Service (all catering exclusively supplied by Bell Tower restaurants) <input type="radio"/> Walk / Run <input type="radio"/> Speeches / Announcements <input type="radio"/> Registration <input type="radio"/> Onsite Payment Processing <input type="radio"/> Other (please describe): _____ _____ _____ _____
Is this a ticketed event? How much are tickets?	
Special requirements (All equipment rental exclusively supplied by Bell Tower approved vendor):	
Do you want to sell items at the event? If so, describe the items you will be selling:	

DISCLAIMER:

I acknowledge I will need to read the Rules & Regulations for Special Events at Bell Tower:

_____initial

I have read and understand that I will need to execute a Special Events License Agreement if my event is approved:

_____initial

I understand that there can be a 6 week approval process for all Applications and I will be contacted at that time should my event be approved:

_____initial

_____initial

I understand that fees may be required for all venue rentals at Bell Tower:

_____initial

I understand that equipment is not provided for venue rentals:

Signature

Name

Date