



**COMMUNITY EVENT APPLICATION
For nTelos Pavilion at Harbor Center**

Event Application No. _____

APPLICANT INFORMATION

Name of Applicant Group _____

Type of Organization _____

Address of Applicant Group _____

City, State & Postal Code _____

Name of Coordinator _____

Telephone (Home) _____ (Business) _____ FAX _____

Date _____ Start Time _____ End Time _____

Event Name _____

Event Purpose & Description _____

Expected Size of Audience _____

History of Event (if any) _____

Proposed Events/Entertainment/Activities _____

Resources Requested _____

SIGNATURE OF APPLICANT OR REPRESENTATIVE

DATE



Dear Applicant:

Please find enclosed the **COMMUNITY EVENT APPLICATION** for the nTelos Pavilion at Harbor Center. The deadline to submit your application is **December 31, 2008** for any 2009 requests.

Please return your application to:

ATTN: Mrs. Renee' Spratley, Administrative Coordinator III
801 Crawford Street, 3rd Floor
Portsmouth, VA. 23704
Office: (757) 393-8481
Fax: (757) 393-8265

Enclosures

Department of Parks, Recreation and Leisure Services

801 Crawford Street • Portsmouth, VA 23704-3822 • (757) 393-8481 • Fax: 393-8265