



## Reservation Form

750 Second Street  
Natchitoches, La 71457  
Phone (318) 238-7500

This information will be used to book your event and generate your contract. Please complete this entire form and return to the Natchitoches Events Center. If you need assistance, please do not hesitate to call.

**Primary Contact Person:** \_\_\_\_\_

**Person or Organization Sponsoring Event:** \_\_\_\_\_

**Name of Event (for room signage):** \_\_\_\_\_

Billing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Reservation Date(s) Requested:** \_\_\_\_\_

**Meeting Times:** Arrive: \_\_\_\_\_ Event Starts: \_\_\_\_\_ Event Ends: \_\_\_\_\_ Depart: \_\_\_\_\_  
(All room rentals are for up to 12 hours. All events must conclude by 12:30 a.m. in accordance with the facility curfew.)

**Estimated Attendance:** \_\_\_\_\_ **Room(s) Requested:** \_\_\_\_\_

Food: Yes No Approved caterer(s) you will be using: \_\_\_\_\_

Alcohol: Yes No Approved caterer(s) you will be using: \_\_\_\_\_

Event/Wedding Planner: \_\_\_\_\_

**Please provide a detailed description of your event (required):**

**Please note that the 25 percent reservation deposit is non-refundable with no exception.** If the reservation deposit has not been made and another event requests the date held by this reservation form, you will be notified and given 24 hours to place your deposit on the room to continue holding the date. Please contact the Natchitoches Events Center at (318) 238-7500 if you have questions or concerns.

- *Exhibit Hall Ceiling Draping must be reserved at time of booking to ensure it is available for your event.*
- *Dance Floor must be reserved at time of booking to ensure it is available for your event.*

*\*\*If you would like to reserve the Entire Facility to ensure that you are the only booking in the facility, please specify above. If you do not specify, it is very likely that another event could be booked in other meeting areas on your reservation date. \*\**

Acknowledged and Agreed to \_\_\_\_\_ Date \_\_\_\_\_

Signature of Authorized Client Representative