



CITYSCAPE
EVENT APPLICATION

Thank you for your interest in hosting an event at CityScape. In order to determine availability, please complete the following information. Approval of an event is on the sole discretion of CityScape. CityScape reserves the right to cancel an event at any time. Completion of this form does not signify event approval. A CityScape event manager will contact you to discuss your event.

Event Contact Name:

Event Contact Phone:

Event Contact Email:

Event Company/Organization Name:

CityScape Tenant? (circle one) Yes No

Event Date:

Event Time:

Event Name:

Event Location:

Event Set-up Time:

Event Tear down Time:

Description and purpose of the event:

Name of Charity (if applicable):

Event Setup Needs:

Is your event open to the public? Yes No

How many attendees do you expect? _____

If you are requesting specific space at CityScape, please specify:

If not, do you have a preference for hosting your event/program: inside outside both

Will you be serving food at your event? Yes No

Will you be serving alcohol at your event? Yes No

Please list any vendors/contractors that will be involved with your event:

Do you require a special event permit from the City of Phoenix for your event? Yes No

Please submit a site plan for your event for the CityScape event committee to review.

Event clients will be required to sign a waiver of liability form, and your event may require additional event insurance. In addition, you will need to show proof of insurance for any vendors and contractors who will be providing services for your event. This will be coordinated with CityScape directly, upon approval of this application. Please submit this completed application to efernandez@redassetmanagement.com. Thank you!