

Rental Application (Non-University Events)**Instructions:**

- 1) Please complete form and provide as much detail as possible.
- 2) Completed forms should be returned to Coppin State University, Events and Conference Services representative

All food and beverage served or distributed on campus must be bought and serviced through Coppin Dining Services. * All parties hosting Non-University events must hold of General Liability insurance, for up to \$1,000,000.

Event Information:

Event Title: _____

Business/Organization Name (If applicable): _____

Federal Tax ID or (SSN for Individual) **REQUIRED**: _____

Address: _____

Phone: _____ E-mail: _____

Type of Event: _____

On-Site Contact for Event: _____

Brief Description of Event: _____

Estimated Attendance: _____ Do you need on-campus parking? _____

Which best describes your event? (Please Initial)

Free & Open to Public _____

Free & Registered/Invite Only _____

Paid & Open to Public _____

Paid & Registered/Invite Only _____

Other _____

Requested Event Date

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Option 1: _____

Option 2: _____

Option 3: _____

Requested Time of Rental: _____ to _____ Setup Time: _____ to _____

Have you previously held events at Coppin State University? _____

If yes, please indicate event and date(s). _____

Do you require overnight accommodations (Summer Groups Only)? _____

Number of beds required. (Resident Hall allows up to 2 guests per room and 8 guests per suite)

What is your budget? (Select One)

Is the established budget inclusive of Food & Beverage? _____

Under \$1,000 _____

\$1,000-\$5,000 _____

\$5,000-\$10,000 _____

\$10,000+ _____

Venue(s) Requested:Facilities information can be found at eventsatcoppin.comPlease describe the space and setup needs for your event. (Example: Theatre, Conference Room, Classroom, Banquet etc.):

_____**Audio Visual Requirements:**

Please indicate if your event will require any of the below Audio-Visual packages, if not listed below, please provide details on requested Audio-Visual necessities.

Standard Audio-Visual Package (Laptop, projector, and screen) _____**Deluxe Audio-Visual Package** (Laptop, projector, screen, podium, and microphone)

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Executive Audio-Visual Package (Laptop, projector, screen, podium, microphone, and Q&A microphone)

Commencement Audio-Visual Package (PowerPoint projection, podium (2), Microphones (5), Marquee access, Video recording, Jumbotron access, charging and stations (2))

Charging Stations _____

Music _____

Exclusive Wi-Fi name and access for guests _____

Lavalier microphones _____

Video Recording _____

Up lighting _____

Please describe any additional audio-visual/production needs you have (if applicable):

Food:

Do you plan on serving food at your event?

YES _____

NO _____

If YES, please describe the type of meal (Example: Buffet Lunch; Coffee Break; Plated Dinner):

NOTE: All food and beverage served or distributed on campus must be bought and serviced through Coppin Dining Services. Please contact Thompson Hospitality by emailing coppincatering@thompsonhospitality.com or call 410.951.1229 for more information.

Additional Event Details:

Revised 1/4/2021

Rental Application (Non-University Events)**Referral Information:**

How did you hear about us?
