

BI-LO CENTER

650 North Academy Street, Greenville, SC 29601
phone 864-241-3800 fax 864-250-4939

Event License Application

In order to have complete information on file and to better serve you, The BI-LO Center requires all applicants to complete this application in its entirety and return to the address above, Attention: Delores Keene, Administrative Assistant, or via fax at 864.250.4939, or e-mail dkeene@biloctr.com.

BI-LO Center personnel must be used exclusively for all event-staffing needs and requirements and the BI-LO Center Box Office (and its authorized computerized ticketing system) will control all ticket sales.

There shall be no legal or binding commitment between the BI-LO Center and the Event License Applicant until this application has been officially acted upon and a Use License Agreement has been executed.

Company Information:

Name of Contracting Organization: _____

Contact Name and Title: _____

Address: _____ City / State / Zip: _____

Telephone: _____ Ext: _____ Fax: _____

E-Mail Address: _____

Web-Site Address (Company, Event, League): _____

Federal ID Number / Social Security Number: _____

Event Insurance Carrier: _____

Event Information:

Event Name: _____

Event Type (please check nature of event):

- | | |
|--|---|
| <input type="checkbox"/> Convention / Trade Show | <input type="checkbox"/> Concert / Public Dance |
| <input type="checkbox"/> Meeting / Seminar | <input type="checkbox"/> Consumer Show |
| <input type="checkbox"/> Banquet / Dinner Dance | <input type="checkbox"/> Retail Sale |
| <input type="checkbox"/> Sporting Event | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Other _____ | |

Total number of days building will be required: _____

Move In Date(s): _____ Time: _____

Event Date(s): _____ Time: _____

Move Out Date(s): _____ Time: _____

Estimated Attendance: _____ Ticket Price(s): _____

Please provide a brief description of your proposed event. Include specific details and special requirements regarding breakout rooms, food service, electrical, sound, audio visual, etc:

List all performers; artists, athletes, etc. for which this License Application is being submitted:

List other major Arenas at which performers have appeared during the past six months:

Bank Reference:

Branch Name: _____ Telephone: _____ Ext: _____

Contact Name: _____ Title: _____

Address: _____ City / State / Zip: _____

Account Number (Checking and/or Savings): _____

Credit References:

1. Organization Name: _____ Telephone: _____ Ext: _____

Contact Name: _____ Title: _____

Address: _____ City / State / Zip: _____

Account Number: _____

2. Organization Name: _____ Telephone: _____ Ext: _____

Contact Name: _____ Title: _____

Address: _____ City / State / Zip: _____

Account Number: _____

References within Related Industry:

1. Organization Name: _____ Telephone: _____ Ext: _____
Contact Name: _____ Title: _____
Address: _____ City / State / Zip: _____
2. Organization Name: _____ Telephone: _____
Contact Name: _____ Title: _____ Ext: _____
Address: _____ City / State / Zip: _____

Previous Event Locations (please list previous locations where you have promoted events):

1. Venue Name: _____ Telephone: _____ Ext: _____
Contact Name: _____ Ticket Price: _____
Address: _____ City / State / Zip: _____
Event Name: _____ Event Type: _____
Event Date: _____ Attendance: _____ Event Capacity: _____
2. Venue Name: _____ Telephone: _____ Ext: _____
Contact Name: _____ Ticket Price: _____
Address: _____ City / State / Zip: _____
Event Name: _____ Event Type: _____
Event Date: _____ Attendance: _____ Event Capacity: _____
3. Venue Name: _____ Telephone: _____ Ext: _____
Contact Name: _____ Ticket Price: _____
Address: _____ City / State / Zip: _____
Event Name: _____ Event Type: _____
Event Date: _____ Attendance: _____ Event Capacity: _____

Signature

Title

Please Print Name

Date

Please submit with this application:

1. Brochure, fact sheet, or promotional material describing your organization / event.
2. Recent published reviews of your event at other locations.
3. Printed publicity material and/or programs from prior events similar to the event for which you are requesting dates.