



## Application for Sponsored/Discounted Use of Event Spaces

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Primary contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a 501c3 nonprofit organization? Yes \_\_\_ No \_\_\_ Other type: \_\_\_\_\_

Are you a ZAP grant recipient? Yes \_\_\_ No \_\_\_ Tier: \_\_\_\_\_

Your organization's mission: \_\_\_\_\_

Name of Proposed Event: \_\_\_\_\_

Preferred date(s): \_\_\_\_\_ Date flexible? \_\_\_\_\_

Preferred time(s): \_\_\_\_\_ Date flexible? \_\_\_\_\_

Brief description of event: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ Will you be serving: Food \_\_\_ Beverages \_\_\_ Alcohol \_\_\_

What type of set up will you need? \_\_\_\_\_

How will your event benefit the community? \_\_\_\_\_

Why do you wish to hold your event at Memorial House? \_\_\_\_\_

What is your estimated budget for hosting this event? \_\_\_\_\_

What price range is feasible for your event space rental fee? \_\_\_\_\_

If a rental discount is granted, could Utah Heritage Foundation/Memorial House be listed as an official event sponsor? Yes \_\_\_ No \_\_\_ Maybe (explain): \_\_\_\_\_

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Other notes:

*Please return this form to [katie@utahheritagefoundation.org](mailto:katie@utahheritagefoundation.org) or fax to (801) 537-1245. Only complete forms will be considered. We will notify you as soon as we are able whether we can accommodate your request. Please note that we only are able to offer a limited number of nonprofit discounts and sponsorships and our availability will vary throughout the year. For the best chance of sponsorship, we recommend applying 45 - 75 days in advance of your requested date.*

Questions? Call (801) 521-7969 or visit [www.memorialhouse-utah.com](http://www.memorialhouse-utah.com)