



England Economic &
Industrial Development District
1611 Arnold Drive, Alexandria, LA 71303
OFFICE: 318-449-3504 FAX: 318-449-3506
www.Englandairpark.org | www.flyaex.org

EVENT INFORMATION FORM

The Community Center at England Airpark

1718 Kegleman Blvd. | Alexandria, LA 71303

This information will be used to book your event and generate your contract. Please complete this form and return to Sheri Scallan, sscallan@englandairpark.org. If you need assistance, please call 318-427-6462.

Primary Contact: _____ Date Submitted: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Mobile Number: _____

E-Mail: _____

EVENT INFORMATION:

Date(s) of Event: _____ Time of Event: _____

Type of Event: _____

☐ Private Event ☐ Corporate Event ☐ Corporate Fundraiser ☐ General Admission

Estimated Attendance: _____

Food Served: ☐ Yes ☐ No Caterer: _____

Alcohol Served: ☐ Yes ☐ No Provided by: ☐ Caterer ☐ Licensed Professional Distributor

Utilize Stage: ☐ Yes ☐ No Type of Entertainment: ☐ Band ☐ D/J ☐ Other _____

ROOM SET-UP:

☐ Banquet Style (w/Serving Line) – Qty. Round Tables _____ | Qty. Rectangle Tables _____

☐ Banquet Style (w/o Serving Line) – Qty. Round Tables _____ | Qty. Rectangle Tables _____

☐ Include Dance Floor Area – Size: _____

☐ Classroom Style – Qty. Tables _____ | Qty. Chairs _____

☐ Theater Style – Qty. Chairs _____

☐ Other Describe Layout: _____

☐ Highboy Tables – Qty. _____

Client Signature

Date

*Alcohol - No B.Y.O.B. Lessee is required to obtain a professional for the distribution of liquor and Professional Distributor must hold a liquor liability license. Professional Distributor is required to provide \$1,000,000 Event Liability Insurance Certificate to England Authority prior to the event.

UPDATED: 2024-06-21