



**England Economic &  
Industrial Development District**  
1611 Arnold Drive, Alexandria, LA 71303  
OFFICE: 318-449-3504 FAX: 318-449-3506  
[www.englandairpark.org](http://www.englandairpark.org) | [www.flyaex.org](http://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](mailto: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

Decorator/Planner: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Food Served:  Yes  No Caterer: \_\_\_\_\_

Alcohol Served:  Yes  No Licensed Professional Distributor: \_\_\_\_\_

Utilize Stage:  Yes  No

Type of Entertainment:  Band  DJ (providing sound system)  DJ (Utilize facility sound system)  
 Other \_\_\_\_\_

Utilize Community Center AV Equipment:  Data Projector/Screens  Sound System

#### 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

Classroom Style - Qty. Tables \_\_\_\_\_ | Qty. Chairs \_\_\_\_\_

Theater Style - Qty. Chairs \_\_\_\_\_

Other Describe Layout: \_\_\_\_\_

Highboy Tables - Qty. \_\_\_\_\_

Client Signature

Date

Effective January 1, 2026, 3% processing fee applied to all debit/credit card transactions.

\*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.