



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

EVENT INFORMATION FORM

The Community Center at England Airpark

1718 Keglman 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@englishairpark.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.

UPDATED: 2025-12-04