



## Community Event Stage Request Form

Thank you for your interest in the Community Event Stage. The maximum stage size is 20 ft long by 20 ft wide and can be decreased in 4 ft by 4 ft increments with a maximum weight capacity of 72,000 lb (185 lb per sq ft). In order for RichmondBUILD to accommodate your request we need you to do the following:

- Fill out and email your request to Danielle Mason at dmason@richmondworks.org. We must receive your request 48 hours before the event.
- Provide **complete** information for accurate processing of your event.
- Save a copy of this form for your reference.

Please note that the event stage includes a Chevron banner. Because the stage is available at no cost to the community and represents Chevron's support of community activities, the banner will be displayed on the stage. The stage is assembled by the RichmondBUILD staff and takes 2-3 hours to set up and take down. Please take that into consideration, and plan accordingly. Requests for the community stage will be reviewed and approved upon availability.

If you have additional questions, please call our office at (510) 621-1781 or email flucero@richmondworks.org. Thank you, and have a great event.

### Event Information

Date(s) of event: \_\_\_\_\_ Event name: \_\_\_\_\_

Event location/address: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_ Setup time: \_\_\_\_\_ Takedown time: \_\_\_\_\_

### Event Setup Information

Specific setup instructions: \_\_\_\_\_

### Contact Information

Requestor: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Supervising advisor(s) who will be present throughout the event: \_\_\_\_\_

Supervising advisor's telephone number(s): \_\_\_\_\_