



LOT/VENUE RESERVATION REQUEST FOR RIDE/EVENT

Date Received (office use only):	
Form Accepted by (office use only):	
Reviewed by (office use only):	
Date Reviewed (office use only):	

Due to the volume of requests **Lot/Venue Requests submitted less than 45 days in advance may not be approved.** Forms must be filled out clearly and completely in order to be processed in a timely manner. Events involving Open Flames, Food, Tents, Vendors and/or Larger Gatherings require additional approval time. A dealership representative will contact you within five (5) business days of receiving this document to confirm the date and time requested.

RIDE/EVENT CONTACT:

Requestor's Name: _____ **Phone:** _____ **Email:** _____

Club/Organization: _____ **Nonprofit?** (Please check): ☐ No ☐ Yes

Co-Sponsor(s): _____

Organization Representative to be present at and responsible for event: _____ **Phone:** _____

RIDE/EVENT INFORMATION:

RIDE/EVENT NAME: _____
(Name to be listed on Public Calendars)

REASON FOR RIDE/EVENT: _____

COST/DONATION PER RIDER: ☐ Free ☐ Charge: Amount \$ _____

RIDE/EVENT DATE	REGISTRATION OPEN TIME	KSU TIME	BEGINNING LOCATION AND TIME	ENDING LOCATION AND TIME	ANTICIPATED NUMBER OF MOTORCYCLES AND/OR ATTENDANCE

Is There a Rain Date? (Please check): ☐ No ☐ Yes **If yes, please provide the date:** _____

Will Security be Used? (Please check): ☐ No ☐ Yes

Number of Tables Requested (please circle): 1 2 3 4

Number of Trash Bins Requested (please circle): 1 2 3 4

Stage Access for Music/Announcements? (Please check): ☐ No ☐ Yes

Will refreshments be served? (Please check): ☐ No ☐ Yes. Who will provide them? _____

Will minors be in attendance? (Please check): ☐ No ☐ Yes

Will this event generate media coverage? (Please check): ☐ No ☐ Yes

SIGNATURE IS REQUIRED on the reverse side of this form. Reservation will not be processed without signature.

POLICIES

- Confirmation will be made by Natchez Trace Harley-Davidson to the main contact no later than 45 days prior to the reservation at which no further changes in requests reservation agreement are guaranteed.
- Natchez Trace Harley-Davidson does not permit outside alcoholic beverages on premises
- The Group, Club or Organization will not use the premises for illegal purposes or in any manner that could tarnish the reputation of Natchez Trace Harley-Davidson.
- The Ride/Event must not disrupt or adversely affect the normal operation of the business.
- The Group, Club or Organization hosting the ride/event is responsible for clean-up after the ride/event. A charge will be assessed if this is not met.
- The event must end and be cleaned up at least one (1) hour prior to the close of the dealership
- Natchez Trace Harley-Davidson may provide trash bins and tables upon request (first come, first serve basis. Please make request on front of document).
- Natchez Trace Harley-Davidson may restrict access to the premises for any reason immediately before and after your time has started and expired.
- The Group, Club or Organization shall not use the name of Natchez Trace Harley-Davidson, any trade name, service mark, trademarks, acronym or logo of the Harley-Davidson Motor Company, advertising or any other publication without prior written consent.

Natchez Trace Harley-Davidson reserves the right to end the event or refuse future privileges to groups, clubs, individuals that violate the regulations.

BY SIGNING BELOW:

You indicate that you have read and understand this document. You agree to adhere to the policies set forth by Natchez Trace Harley-Davidson as well as State Laws.

SIGNATURE: _____ TITLE: _____ DATE: _____

THIS REQUEST MAY BE SUBMITTED ELECTRONICALLY, IN PERSON, OR MAIL.

SUBMIT ELECTRONICALLY TO: CONTACTNT@THECREEKHDL.COM