

WAIVER REQUEST FORM

NONPROFIT FUNDRAISER APPLICATION 2021-2022

IMPORTANT INFORMATION—PLEASE READ BEFORE COMPLETING THIS FORM

Only 501(c)(3) charitable organizations located within Vanderburgh County and hosting a catered fundraiser will be considered. Applicants must contact the Sales Department at Old National Events Plaza, prior to submitting this application, to ensure space and calendar availability. Dates can only be held inside 12 months. All applications must be accompanied by an event estimate provided by the venue. Waivers, if approved, will cover the cost of event day room rental and standard equipment packaged with that space. Additional expenses including food & beverage, audio visual, utilities, etc. will be the responsibility of the applicant. Events held in the Aiken Theatre will not be considered.

ORGANIZATION & EVENT INFORMATION

NON-PROFIT:

EVENT:

EVENT DATE(S):

EVENT TIME(S):

ESTIMATED ATTENDANCE:

WEBSITE:

DESCRIBE YOUR EVENT:

YOU MAY INCLUDE ANY RELEVANT DOCUMENTATION

CONTACT:

PHONE:

E-MAIL:

ADDRESS:

AUTHORIZATION / CERTIFICATION

I affirm that the organization listed above is a certified 501(c)(3) located within Vanderburgh County. I acknowledge that, should this waiver request be approved, the organization will be responsible for all expenses outside of the cost of room rental, including food & beverage, audio visual services, labor, utilities, and other equipment such as dance floor, pipe & drape, etc. I understand that SAVOR... is the exclusive food & beverage provider at Old National Events Plaza. No outside food or beverage is permitted without written consent. **I understand certain aid may only be extended for COVID relief through 2022.**

Signature:

Date:



WAIVER DEADLINES: Waivers must be submitted to the Vanderburgh County Commissioners' office at least one week prior to a public meeting. Please submit this form, along with the estimated expenses provided by the venue and copy of a current, valid IRS tax exempt certificate to: kglaser@vanderburghgov.org.

QUESTIONS? Old National Events Plaza Sales Department, 812-435-5770 or sales@oldnationaleventsplaza.com.

Commissioners' Approval:

President

Vice President

Member

Date: _____