



300 River Place Dr., Ste. 2800 Detroit, MI 48207

### Belle Isle Aquarium Private Event Rental Application

This form is to be used for all Belle Isle Aquarium private event rentals. This is not a rental agreement.  
Return form to the Belle Isle Aquarium or email to BIArentals@belleisleconservancy.org

**General Information**

**Today's Date** \_\_\_/\_\_\_/\_\_\_

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

\*Reserve Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm      Event Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

\*Reserve time includes set-up, event, and clean up.

Number of Attendees: \_\_\_\_\_ Is this a ticketed event? Y / N      Are you a BIC member? Y / N

Event Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Organization (if applicable): \_\_\_\_\_ Contact Signature: \_\_\_\_\_

**BIA Equipment Rental**

Circle to indicate the items to be added to your rental reservation

Coat Racks	Cocktail Tables 30" height qty. _____ 42" height qty. _____	Divider Tables qty. _____	8' Tables qty. _____	Portable PA System
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- |   |   |
|---|---|
| <input type="checkbox"/> Check for rentals from outside vendors | <input type="checkbox"/> Check if you are hiring an outside event planner |
| <input type="checkbox"/> Check for live music or DJ             | <input type="checkbox"/> Check for interest in outdoor [east] lawn        |

**Food + Beverage**

Will food be served at this event? Y / N

Please indicate the serving style. Select all that apply. **See BIA Rental Info packet for alcohol policy.**

- |                                 |                                      |   |
|---------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Buffet | <input type="checkbox"/> Stations    | <input type="checkbox"/> Beer/Wine/Liquor |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Boxed Lunch |   |

Is this a professionally catered event? Y / N      If yes, please provide the name and contact for caterer.

**Company:** \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Are you hiring a bartending service? Y/N      If yes, please provide the name and contact for service provider.

**Company:** \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**For Office Use Only:**

Date of Site Visit \_\_\_/\_\_\_/\_\_\_      Date Application Received \_\_\_/\_\_\_/\_\_\_      Received by: \_\_\_\_\_

Approve     Disapprove Reason: \_\_\_\_\_

BIC EM: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_      BIA GM: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Base Rental Fee \$ \_\_\_\_\_ Add'l Hours \$ \_\_\_\_\_ BIC Equipment \$ \_\_\_\_\_ **Total \$ \_\_\_\_\_**