



CP Federal Credit Union

1100 Clinton Road
Jackson MI 49202
517-784-7101
cpfederal.com

On Site Event Request

Date: _____

Organization: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-Mail: _____

Event Name: _____

Preferred Date: _____

Expected Attendance: _____

Preferred Setup Time: _____

Preferred Start Time: _____

Preferred End Time: _____

Preferred Leaving Time: _____

Preferred Facility (Please select one)

- Clinton Rd Branch Lobby
- Spring Arbor Rd. Branch Lobby
- CP Community Room
- CP Training Room
- Clinton Rd. Grounds

Please explain additional flexibility with dates/times.

Describe this event, including its purpose: _____

What materials are you willing to provide? _____

Audience & Marketing

This event is open to the community:

- Yes
- No

An admission fee will be charged for this event:

- Yes
- No

What methods will be used to advertise this event?

- Internet/website
- Social Media
- Local News/Radio
- Other Methods

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Parking & Transportation

Parking is regulated at all times, and availability is extremely limited during business hours, from 9:30 a.m. until 5:30 p.m. from Monday through Friday.

Which type of parking will be used?

- No Parking
- Personal Vehicles
- RV/Boats
- Busses
- Other

How many of each?: _____

Public Safety

This event requires a public safety presence:

- Yes No

For what purpose?

- To monitor the event entrance
- To safeguard goods
- To provide escort services
- To ensure personal safety
- To patrol the event
- Other Purpose

Retail Vendors

This event includes retail vendors selling goods and services for profit:

- Yes No

Please list the vendors selling goods:

AV & Technology Needs

Technology support requested:

- Yes No

The sponsoring organization will be able to provide proof of adequate insurance coverage for the event.

- Yes No

Other Needs

Please indicate any other needs you have:
