



Event Request Form

Please fill out this form completely and send it back via email to events@libertyrange.com or fax to 970-578-0722 and we will get back to you with pricing and questions within 72 hours.
Thank you!

Primary Contact Name(s): _____

Event Date: _____ **Type of Event:** _____

Company: _____ **Mobile Phone:** _____

Email: _____ **Time-frame of Event:** _____ - _____

**Please include estimated time needed to set-up and break down for your event. You may arrive 15 minutes early to set up, additional charges may be applied for arriving any earlier, or for staying later than your booked time.*

Expected Number of Attendees: _____

If unsure of time-frame, please indicate one or more of the following to check availability and week day:

_____ **Morning** _____ **Afternoon** _____ **Evening** **MON / TUE / WED / THUR / FRI / SAT / SUN**

Room Rentals:

- Classroom 1 (Cap. 36)
- Classroom 2 (Cap. 36)
- Classroom 3 (Cap. 36)
- Combined 2&3 (Cap. 72)
- Technology Access (Smartboard, Projector etc.)
- Executive Lounge (Cap. 25)

Start Time:

End Time:

Range Rentals:

- 25-yard Pistol Range
- 50-yard Pistol & Rifle Range
- 100-yard Rifle Range
- Simulation Range
- Bobber Range
- Archery Range

Please Indicate the Number Needed for the Following Types of Weapon Rentals, must be 21+

_____ Handguns _____ Long Guns _____ Exotic Firearms
_____ Gatling Gun _____ Full Autos _____ # of Magazines

Indicate your Ammo Budget

Please Circle One

\$_____ Person / Total

LFI STAFF TO COMPLETE: Date Request Submitted: _____ Staff: _____ Quote Sent Out On: _____



Will you be catering the event or bringing in your own food/beverages? Y/N

If you will be staffing a catering company for the event, will they need kitchen use? Y/N

Please list the catering companies name: _____

Does your group primarily consist of:

New/First-time Shooters

Experience Shooters

Will your group require additional help from range staff? Y/N

Will there be any shooters under the age of 18? Y/N

**Every shooter 18 years and older will need to pass a one-time instant background check of \$10.00 if it is their first visit. Minors will need to provide signed consent to use the range by a legal guardian if their guardian will not be present at the event.*

Does your event begin or end outside of LFI's normal hours of operation? Y/N

** Additional charges may be applied for events that extend past 8:00 PM Monday-Saturday and after 6:00 PM on Sundays. Also applies to events that require a start time before 9:00 AM Monday-Saturday and 10:00 AM on Sundays This includes additional time needed for take-down/cleanup of events. Holiday hours are subject to change.*

If this is a business or corporate event; is there a deadline in which you need a quote of costs for spending approval? If so, please indicate deadline here: _____

Additional Notes for Event Staff:

LFI STAFF TO COMPLETE: *Date Request Submitted:* _____ *Staff:* _____ *Quote Sent Out On:* _____