



PREMIER EVENT SPACE RESERVATION REQUEST FORM

THE BELLEMONT HOUSE

Today's Date: _____ Event Date: _____

Event Time: _____

Name: _____

Organization: _____

Mailing Address: _____

Email: _____

Phone #: _____

Name of the Event: _____

Are rehearsal date(s) also needed? If so, what is/are the date(s) and time(s)? _____

Event to be set up by (date/time): _____

Number of people expected at the event: _____

Space Requested?

- Flower Garden
- First Floor (includes parlor, dining room and kitchen)
- Both

Signature: _____

Date: _____

3400 N Wesleyan Boulevard
Rocky Mount, NC 27804
252.985.5248
Fax: 252.985.5249
spmartin@ncwc.edu