

# Rental Application Form

Date: \_\_\_\_\_

To: [Venue Manager's Name]

[Venue Name]

[Address]

[City, State, Zip Code]

## **Subject: Rental Application for Public Health Fair**

Dear [Venue Manager's Name],

I am writing to formally apply for the rental of [Venue Name] on [Event Date] for the purpose of hosting a Public Health Fair. Our organization, [Your Organization's Name], is dedicated to promoting health awareness and providing valuable resources to the community.

We expect an attendance of approximately [Expected Attendance] participants and propose the following schedule:

- Event Date: [Event Date]
- Event Time: [Start Time] to [End Time]
- Setup Time: [Setup Start Time] to [Setup End Time]
- Breakdown Time: [Breakdown Time]

We assure you that we will adhere to all venue guidelines and ensure the premises are left in pristine condition. We are also willing to accommodate any additional requirements that may arise.

Attached to this application, please find our organization's details, including our mission statement and previous event references.

Thank you for considering our application. We look forward to the opportunity to promote public health in our community. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Organization's Address]

[Your Organization's Phone Number]