



시카고한인문화회관  
Korean Cultural Center of Chicago

9930 Capitol Dr.  
Wheeling, IL 60090  
847-947-4460  
www.kccoc.org

## Event Information Form

Event Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Description of the Program: \_\_\_\_\_  
 (Lecture or Banquet) \_\_\_\_\_

Serve liquor? \_\_\_\_\_

# of people attending: \_\_\_\_\_

# of tables (type) & chairs: \_\_\_\_\_

List of items needed for event: \_\_\_\_\_  
 \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Location(s): \_\_\_\_\_

Additional Info/Comments: \_\_\_\_\_

KCC Approval Date: \_\_\_\_\_

KCC Approval Person/Title: \_\_\_\_\_

KCC Approval Signature: \_\_\_\_\_

**NOTICE, ACKNOWLEDGEMENT, AGREEMENT AND RELEASE**

The event organizer and sponsor acknowledge and agree that it, and not KCC, is solely responsible for the event and all potential claims, harm, injury, or damages arising out of the event, and therefore hold harmless and indemnify KCC for any such claim, injury, or damages arising out of the event. Further, for and on behalf of the event, its organizers, sponsors, participants and invitees, the event organizer and sponsor fully release and hold harmless KCC for any claims, harm, injury or damage arising out of the event and acknowledge receipt of this notice.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Print Name and Date