



South Coast Plaza Holiday In-Store Event Form

Retailer Name: _____

Contact Person: _____ Title: _____ Phone #: (_____) _____

Email Address: _____

Event Date: _____ Time Event Begins: _____ Ends: _____

Estimated # of Guests: _____

Will you be partnering with an organization? Yes No

If yes, with whom? _____

Is this a private event? Yes No

If this is a private event, will it be closed to walk-in customers? Yes No

Will you need a Private Party sign Yes No

Will there be a caterer? Yes No If yes, who? _____

Will there be entertainment? Yes No If yes, who? _____

Stanchions required? * Yes No If yes, how many? _____

*Stanchions will not be available November 9th - December 31st 2019 due to Santa's Village

Would you like your event posted on social media? Yes No

Will you be serving alcohol? Yes No

NOTE: If alcohol is served, South Coast Plaza Security is required to be stationed outside your store. Your store will be charged a rate of \$23 hour/150 people.

Retailer billing address for Security requirement:

Name: _____ Title: _____ Phone: _____

Address: _____ City: _____ ST: _____ Zip: _____

Event Description: _____

Email the completed form at least (2) weeks prior to your event, to Lisa Liddane at liddanel@southcoastplaza.com. If you have questions regarding this form or concerning your event, telephone Lisa Liddane at 714.435.2051