



CHARTER OR SPECIAL EVENT REQUEST FORM

Request Date _____

Charters or Third Party Special Event Trains may require a \$750.00 non-refundable Planning Fee payable to Regional Transportation Authority, prior to any actual planning activities occurring.

Event Information

Event Date(s): _____

Sponsoring Group / Company Name: _____

From: Riverfront (downtown Nashville)
(downtown Nashville)
 Donelson
 Hermitage
 Mt. Juliet
 Lebanon

To: Riverfront (downtown Nashville)
 Donelson
 Hermitage
 Mt. Juliet
 Lebanon

Return: Riverfront
 Donelson
 Hermitage
 Mt. Juliet
 Lebanon

Round-trip: Yes No (if No, transportation back to origination point must be provided by Requestor)

Single or Multiple Trips? Single round trip Single one-way trip Multiple trips: _____ (specify # of trips)

Preferred Times (Departure from main station, Arrival at end station, Return to main station if round-trip):

Initial Departure _____ am / pm 2nd Departure* _____ am / pm 3rd Departure* _____ am / pm

Initial Arrival _____ am / pm 2nd Trip Arrival* _____ am / pm 3rd Trip Arrival* _____ am / pm

Initial Return _____ am / pm 2nd Trip Return* _____ am / pm 3rd Trip Return* _____ am / pm

** put in preferred times for 2nd and or 3rd trips only if requesting multiple trips*

Event Name: _____

Estimated Attendance: _____

seat

(Each Attendee must have a

Event Description: _____

Will food be served: Yes No (if Yes, Requestor is responsible for all catering aspects including clean-up)

Contact Information

Main Contact Person: _____

Title: _____

Phone Number: _____

Alternate Phone #: _____

E-mail Address: _____

Alternate Contact: _____

Phone Number:

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RTA/MCS Information:

RTA Marketing Review _____ Yes No Comments

MCS Director Review _____ Yes No Comments

O&M Information:

O&M General Manager Review _____ Yes No Comments _____

If Yes: Miles (@\$8.51/mile) = _____ Fuel = _____ Crew Size = _____ Hours = _____ Supervision = _____

Cleaning = _____ Security = _____ Other = _____ Total O&M Cost = _____

Total Cost Info:

Total O&M Cost (from above) = \$ _____ Overhead/Admin. Cost = \$ _____ TOTAL FEE = \$ _____

Approvals:

No MCS Director Yes No RTA Executive Director Yes

Signature Date Signature Date