

**American 1 Event Center Rental Add On Benefits**



If you are renting the American 1 Event Center for an event, you are offered a couple of options through American 1 that we feel could help you promote your event and also provide cash access to your guests.

Please fill out the sections below and fax this form to American 1 within 2 weeks of the date of your event if you would like to take advantage of either or both options. These services are provided to you at no cost courtesy of American 1 Credit Union.

Contact Person: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

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

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

Date(s) of Event: \_\_\_\_\_

Number of guests you are expecting to attend (include vendor count as well if applicable): \_\_\_\_\_

**Option 1: American 1 ATM**

There is an ATM inside the American 1 Event Center. It's only operational when there is an event taking place, so we will need to know about your event if we do not already. The ATM is a no-surcharge ATM. It will not charge anyone to use it, no matter if they are a member of American 1 or not. Its one way American 1 gives back to their community.

I would like the ATM to be operational for my event.  I don't need the ATM for my event.

If you choose to have the ATM operational, we will come in to get it ready either the day before the event or event morning (we have a key, so you don't need to be on site). If for any reason, the ATM goes down during your event, please contact Amy Williams, Card Services Manager, at 517-745-4893. (Keep a copy of this form for your records so you have the number handy.)

**Option 2: Digital Signage**

On the outside of the building facing south toward Ganson Street, there is a digital sign on the building. We can advertise your event on this sign. This is free as well! You will be limited as to the information you can include, but it's just another way you can promote your event. If you would like to utilize the sign, it will be shown no less than 6 days prior to your event, but could be up to 14 days depending on scheduling and other events taking place at the American 1 Event Center prior to your event. Only text can be used.

I would like to utilize the digital sign for my event.  I don't need the digital sign for my event.

If you chose to utilize the sign, please provide us with the following (which will be included on the sign):

Name of Event (how you want it to appear on the sign): \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_

One Optional line (include an entry fee, "Open to Public", or anything you feel could be important to include, but keep it short):

\_\_\_\_\_

\_\_\_\_\_  
Contact's Signature

\_\_\_\_\_  
Date

Call Liz Niles with any questions at 517-780-4139 or fax this form to 888-875-9628