

# VFCCI SPONSORED EVENT

## BIG FALLS LODGE

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

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

**PERSON IN CHARGE DURING EVENT:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Donations can be requested for VFCCI, although this is to remain a FREE event offered to the community.

Event date: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Type of event: \_\_\_\_\_

Set up time: \_\_\_\_\_ Guest arrival time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Cleaned up and out by: \_\_\_\_\_

Contact responsible for cleaning: Self \_\_\_\_\_ Paid Person \_\_\_\_\_

**Do you need assistance with the event?**

\_\_\_\_\_

Will this event take place: Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_

Do you need to utilize any part of the AV System? \_\_\_\_\_

We require a \$20 deposit for use of cords. **Please make arrangements** to test equipment compatibility with the system.

NO TOBACCO products are allowed in the lodge, including vapor pipes. The designated smoking area is outside at the SW Back corner only.

VFCCI is pet friendly, but you must have permission to have animal/pet at hosted event. All liability falls on animal/pet owner. Services animals always welcome.