

MEMORIAL request: _____

VFCCI HOSTED EVENT

Name: _____ Date: _____

Phone: _____

PERSON IN CHARGE DURING EVENT: _____

Phone: _____ Email: _____

Special requests: _____

Event date: _____ Estimated Attendance: _____

Set-up time: _____

Guest arrival time: _____ End time: _____

Cleaned up and out by: _____

Do you need assistance with event:

Any Memorial service hosted by VFCCI will have access to full usage of BFL. Will you be utilizing the kitchen?

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

(microphone, computer, TV etc.) We require a \$20 deposit for use of cords, or you use your own cords for connections. **No fee requested**

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