

# COMMUNITY EVENT APPLICATION

## BIG FALLS LODGE

Name of Event: \_\_\_\_\_ Todays Date: \_\_\_\_\_

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

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

Name of organization: \_\_\_\_\_

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

**Donation to VFCCI:** \_\_\_\_\_ Date paid: \_\_\_\_\_

Type of Class/Activity: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Event Start/End Time: \_\_\_\_\_

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

Contact responsible for clean up: Self \_\_\_\_\_ Paid Person \_\_\_\_\_

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

(Microphone, WIFI, TV, Music etc.) We require a \$20 deposit for use of cord. **OR PLEASE BRING** ALL the necessary cords as back up for connections. **Please make arrangements before the event** to test any equipment used for compatibility to system.

Suggested Donations: Class \$25, Fundraiser \$250, Private Vendor Event \$150. Request is **per class** and/or **per event day**

NO TOBACCO products are allowed in the lodge, including vapor pipes. Designated smoking area is outside at the SW Back corner only. This event **will not be** scheduled nor placed on the BFL calendar until returned. **VFCCI is pet friendly, but you must have permission to have animal/pet at requesting class, vendor event or fundraiser. All liability falls on animal/pet owner. Services animals always welcome.**

