

Community Liaison: _____

VFCCI SPONSORED EVENT APPLICATION

BIG FALLS LODGE

Name: _____ Date: _____

Phone: _____

PERSON IN CHARGE DURING/AFTER EVENT: _____

Phone: _____ Email: _____

Name of organization: _____

Event date: _____ Estimated Attendance: _____

Type of Event: _____

Set-up will begin at: _____ Event starts-Ends: _____

Cleaned up and out by: _____

Person responsible: _____

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 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.

Future Events – If you have future events within a year, and the same person is in charge, you may list them on the back of this form.