

VFCCI SPONSORED EVENT

BIG FALLS LODGE

Name/Organization: _____ Date: _____

Phone: _____

PERSON IN CHARGE DURING EVENT: _____

Phone: _____ Email: _____

Special requests: _____

Event date: _____ Estimated Attendance: _____

Type of Event: _____

Set up time: _____ Event guest arrival time: _____ Finish time: _____

Cleaned up and out by: _____

Contact responsible for clean up: Self _____ Paid Person _____

Do you need assistance with 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, or you use your own cords for connections.

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.