

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.

**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.