

Event Staffer: _____ DONATION

COMMUNITY EVENT APPLICATION

BIG FALLS LODGE

Name: _____ Date: _____

Phone: _____

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 will begin at: _____ Event starts-Ends: _____

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, computer, TV etc.) We require a \$20 deposit for use of cord or you use your own cords for connections.

Weekly

Monthly

One Time

Suggested Donations: Class \$25, Fundraiser for organization \$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. **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.

