



# Dixie Elks Lodge #1743

## Special Event Contract

**Event Date:** \_\_\_\_\_ **Date Booked:** \_\_\_\_\_

PLACE COMPLETED FORM IN THE EVENT COORINDATOR'S BOX

### ACTIVITY INFORMATION NEEDED

Name of Activity: \_\_\_\_\_  
Responsible Party: \_\_\_\_\_ Member #: \_\_\_\_\_  
Room Request: \_\_\_\_\_ Lodge 19<sup>th</sup> Hole Front Dining Back Dining Pavilion  
(Circle one)  
Phone Number: \_\_\_\_\_  
Expected Number to Attend: \_\_\_\_\_ Time Period: \_\_\_\_\_ to \_\_\_\_\_  
Linens needed: \_\_\_\_\_ Color requested: \_\_\_\_\_

### SET UP REQUIREMENT

**Special instructions or request for this event:** (Room set-up, what table size, how many, etc...)

#### Service Requested:

Cocktails: Yes \_\_\_\_\_ No \_\_\_\_\_ Hours of service: \_\_\_\_\_ to \_\_\_\_\_ A.M./P.M.  
Food: Yes \_\_\_\_\_ No \_\_\_\_\_ Hours of service: \_\_\_\_\_ to \_\_\_\_\_ A.M./P.M.

**Entertainment Requested:** Yes \_\_\_\_\_ No \_\_\_\_\_ Type: \_\_\_\_\_ Band: \_\_\_\_\_

**Event menu requested:** \_\_\_\_\_

**For Lodge events only, the event chairman is responsible for getting crews for the following:**

Set-Up Crew: \_\_\_\_\_

Kitchen Crew: \_\_\_\_\_

Clean-up Crew: \_\_\_\_\_

**\* For all food, 50% of cost prediction is due when contract is accepted. Balance is due on the day of the event.**

**\*\* Non-refundable clean up fees are due when contract is submitted to event coordinator.**

### LODGE AUTHORIZATIONS

Trustee Chairman: _____	Date: _____
Event Coordinator: _____	Date: _____
House Committee: _____	Date: _____
Guarantor: _____	Date: _____