



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** **19th 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: _____

By signing as a guarantor, you agree that you have read and agree to all the rules on the reverse side on this contract. My contact number is: _____.