

Auk's Lodge

INTERNAL REQUEST FOR VENUE FORM

This form must be handed in personally to the Bar Manager

Host: _____ Date of Event: _____

Program: _____ Telephone: _____

Email Address of Host: _____

Times: Set up: _____ Start time of Event: _____ Finish Time: _____

Purpose : (fundraiser/reception/concert etc.) _____

Theme: _____

Special Requests: _____

Services Required

- Music—choose one
- Satellite system
 - DJ service **\$100.00** prepaid prior to event
 - DJ/Band (own equipment required-including speakers)
 - None

Logistics

Admission charge: Y N \$ _____ Coat check: Y N \$ _____

All Ages Y N (*Note: Events after 9pm must be authorized by the SA*)

- The Host is responsible for all damages and repair costs
- Staff for admission and coat check are the responsibility of the Host
- All other staffing for the event (bartenders/security) is at the discretion of the Manager
- Float money for admission and coat check is the responsibility of the Host
- Promotional material is the responsibility of the Host
- Prizes for the events planned by the Host are the responsibility of the Host, although the Auk's Lodge may be able to supplement prizes should quantities exist. Check with the Bar Manager upon submitting this form.
- I have read and understand the above information

Signature of Program President/ Club President or Program Co-Coordinator Required

X _____

OFFICE USE ONLY

Date Received: _____ Approved by: _____