

## **Community Support Committee Use of the Hall for Co-Hosted Events**

If the Community Support Committee (CSC) wishes to use the Hall for an approved Co-Hosted Event, the Committee Chair should first check the Lodge calendar to see if the Lodge is available.

<http://rentdavislodge.com/calendar.html>

The CSC Chair must complete the Community Support Co-Hosted Event Request form for each Co-Hosted Event and submit it to the Hall Board for approval (page two of this document).

All requests should be submitted via email to [davislodge@sbcglobal.net](mailto:davislodge@sbcglobal.net) or in person to the Operations Manager.

Requests will be considered on a first come, first serve basis.

The Operations Manager and the Hall Board will review the request and check to be sure there are no other requests for the Hall that date and time.

A reservation is not considered complete and will not be held on the calendar until the Community Support Co-Hosted Event Request form has been approved by the Operations Manager and the Hall Board.

The CSC Chair will be notified within seven days of receipt of their application if their Event has been approved or disapproved.

If the CSC wishes to have a Bar at their Event or they need to use Hall equipment, the appropriate form/forms must be filled out and submitted via email to [davislodge@sbcglobal.net](mailto:davislodge@sbcglobal.net) or in person to the Operations Manager no later than seven (7) days prior to the Event. The Bar Request form is page three of this document. Bar proceeds will be handled per the Hall Board Bar Policy (page four of this document). The Hall Equipment Request form is page five of this document. All requests must be approved by the Operations Manager and the Hall Board. Notification of approval or disapproval will be made to the CSC Chair within 48 hours of the request.

All Co-Hosted Events will be required to hire an OSA to finalize the clean-up. This expense will depend on how the CSC decides to handle clean-up after the Event. If the CSC has a clean-up committee that will work with the OSA, the charge could be as little as \$10 (one hour). If there is not a clean-up committee and all of the clean-up will be handled by an OSA, the charge could be as high as \$50 (5 hours). The CSC Chair and person responsible for the Event (Host) will need to discuss this with the Operations Manager at least seven days prior to the Event.

The person hosting this Event will be required to be in attendance for the entire length of the Event. This includes set-up and clean-up. If there is to be a team of hosts, this information will need to be provided on the Hall Request form. At no time will it be appropriate for the host(s) to not be in the Hall at their agreed upon times.



## **Community Support Co-Hosted Event Request**

This form is to be filled out by the Chair of the Community Support Committee when requesting the use of the hall for any Co-Hosted event.

**(Please Print Clearly)**

Application Date: \_\_\_\_\_ Lodge Membership: [ ] IOOF [ ] Rebekah

Committee Chair Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Member Co-Hosting/In Charge of Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Email of Chair: \_\_\_\_\_

Email of Member Co-Hosting/In Charge of Event: \_\_\_\_\_

**I accept full responsibility for this event:** \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Member Co-Hosting/In Charge of Event

What date will you need the Hall? \_\_\_\_\_

What time will you need the Hall (please include set up and take down)? \_\_\_\_\_

Will you need an OSA for you Event? \_\_\_\_\_ (Yes/No) If yes, what times? \_\_\_\_\_

Will your committee be using the Upper Hall, Lower Hall, or Both? \_\_\_\_\_

Can your Event be relocated to the other hall for a paying event? \_\_\_\_\_

Will you be using the Conference Room? \_\_\_\_\_ (Yes/No)

Will your committee be requesting a Bar at this Event? \_\_\_\_\_ (Yes/No) If yes, complete the Bar Request Form.

Will your committee need to use Hall equipment? \_\_\_\_\_ (Yes/No) If yes, complete the Hall Equipment Request Form.

Will your committee need to use the Kitchen? \_\_\_\_\_ (Yes/No)

Does your committee have any other needs that have not been mentioned above?

\_\_\_\_\_

Community Support Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

### **Approved By:**

Operations Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Hall Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

(If person requesting use of the Hall is a Hall Board member, they cannot approve their own request)



## Bar Request Form

To be filled out by the Committee Chair or individual member using the Hall, if a bar will be needed at the Event. Completed request must be submitted to Operations Manager at least seven (7) days in advance of the Event.

**(Please Print Clearly)**

Today's Date: \_\_\_\_\_

Name of Committee Chair: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Committee: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Member in Charge of Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Approved By Ops Manager: \_\_\_\_\_ Date: \_\_\_\_\_

### **Wine Request**

Name of Wine	Varietal	Quantity Needed

### **Beer Request**

Name of Beer	Draft or Bottle

**Liquor Request:** Full Bar? \_\_\_\_\_ (Yes/No)

Brand of Liquor	Type of Liquor	Quantity Needed

## **Use of Hall Bar for All Events**

Members and Events run by committees (including Co-Hosted Events) that wish to have a bar available, need to complete the Bar Request form (attached to the various Hall Use Request forms).

Bar proceeds for all Events will be retained by the Hall. If the Event was sponsored by a Lodge Committee, a 25% distribution of the proceeds will be made to the Committee.

All expenses for the bar will be paid by the Hall.

Co-Hosted events wishing to serve donated alcohol must:

- Complete the Bar Request form and submit it to the Hall Board for approval
- Obtain a donation letter from the donor as proof that the alcohol is donated – any excess donated alcohol will be kept by the Hall.

Members are NEVER allowed to bring in their own alcohol unless prior approval is received from the Operations Manager. This will ensure that we do not jeopardize our liquor license.



### Committee Hall Equipment Request Form

To be filled out, by the Committee Chair, if equipment will be needed at the Event. Completed request must be submitted to Ops Manager at least seven (7) days in advance of the Event.

**(Please Print Clearly)**

Today's Date: \_\_\_\_\_ Lodge Affiliation: [ ] IOOF [ ] Rebekah

Name of Committee Chair: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Committee: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Member in Charge of Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Equipment needed at the Event:

- |                       |         |        |
|-----------------------|---------|--------|
| Big Screen TV         | ( ) Yes | ( ) No |
| Audio/Sound System    | ( ) Yes | ( ) No |
| Projector             | ( ) Yes | ( ) No |
| Computer              | ( ) Yes | ( ) No |
| Portable Sound System | ( ) Yes | ( ) No |
| Stage Lights          | ( ) Yes | ( ) No |
| Music Equipment       | ( ) Yes | ( ) No |
| Water Dispenser       | ( ) Yes | ( ) No |

I accept full responsibility for this equipment:

\_\_\_\_\_  
Signature of Member In Charge of the Event

Date: \_\_\_\_\_

Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved By:**

Operations Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Hall Board: \_\_\_\_\_ Date: \_\_\_\_\_

(If person requesting use of the equipment is a Hall Board member, they cannot approve their own request)