

Committee Use of the Hall for Committee Sponsored Events

Requests to use the Hall for Co-Hosted Events must come from the Community Support Committee
These guidelines are for all other Committee Events

Committees wishing to use the Hall for an approved committee event should first check the Lodge calendar to see if the Lodge is available.

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

All Committee requests to use the Hall must be submitted by the Committee Chair to the Hall Board.

All Committee Chairs must complete the Committee Hall Request form (page two of this document) for Committee sponsored events and submit it for approval.

All requests should be submitted via email to 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 Committee Hall Request has been approved by the Operations Manager and the Hall Board.

Committee Chairs will be notified within seven days of receipt of their application if their event has been approved or disapproved.

If the Committee 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 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 and notification of approval or disapproval will be made to the Committee Chair within 48 hours of the request.

If the Committee wishes to use the kitchen for their Event, a fee of \$50 will be charged to pay an OSA to return the kitchen to the condition required in order to be ready for the next user. This fee will be waived if a Hall approved Caterer is used for the Event.



Committee Hall Request

This form is to be filled out by the Chair of any committee that would like to use the hall for any Committee-related function that is not a co-hosted event.

(Please Print Clearly)

Application Date: _____ Lodge Membership: [] IOOF [] Rebekah

Committee Name: _____

Committee Chair Name: _____ Phone: _____

Committee Chair Email: _____

Committee Member In Charge of Event: _____ Phone: _____

I accept full responsibility for this event: _____ Date: _____
Signature of Member In Charge of the Event

What date will you need the Hall? (If multiple, list below): _____

What time will you need the Hall? _____

Will you need an OSA for you Event? _____ If so, what times? _____

Will this be a re-occurring Event? _____(Yes/No) If Re-occurring, please list all dates you are requesting for 2013 (long term requests will have 12/31/XX end dates):

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 for this Event? _____(Yes/No) If yes, please complete the Bar Request Form

Will your committee need to use Hall equipment? _____(Yes/No) If yes, please fill out 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?

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)