



Hall Request Form

(Please Print Clearly)

IOOF HALL BOARD INC., DAVIS
LODGE 169 AND REBEKAH LODGE 253
415 2ND Street, Davis, CA 95616
530.758.4940 Office
530.758.2768 Fax
www.rentdavislodge.com
davislodge@sbcglobal.net

1. Date Submitted: _____
2. IOOF/Rebekahs/Encampment/Canton: _____
 Committee Name: _____
Contact Person: _____
Phone (Cell): _____ **Phone (Home/Work):** _____
Email: _____

3. Requests to reserve:
- | | | |
|-------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Lower Hall | <input type="checkbox"/> Upper Hall | <input type="checkbox"/> Both Upper & Lower Halls |
| <input type="checkbox"/> The Lounge | <input type="checkbox"/> Bar - Hosted | <input type="checkbox"/> Bar - Non-Hosted |

4. **Event Date(s):** _____ **Day(s) of The Week:** _____
 a. Recurring event. Frequency: _____ Until: _____

5. Event Times (inclusive of setup and clean up): Setup: _____ Start: _____ End: _____ Finish: _____

6. Event description: _____

7. Event Attendance: _____ (Note: Lower hall capacity is 96 Banquet, 120 Theater or Standing)
 (Note: Upper hall capacity is 160 Banquet, 200 Theater or Standing)

8. Will you need an OSA for this event? _____ (yes/no)
 (All events open to the public require an OSA)

9. Services requested:
- a. Audio: _____ (yes/no)
- b. Visual: _____ (yes/no)
- c. Bar: _____ (yes/no)

- If yes, please indicate if bar will be run by: Members or Lodge Staff (circle one)
 (Only trained members/staff may run the bar)

Name of Applicant

Management Signature

Signature

Hall Board Member Signature