

Hall Request Form

This form to be filled out by the Noble Grand of a Lodge, the Chief Patriarch of the Encampment, the Captain of the Canton or the Chair of any Committee of the preceding for any function that is not a co-hosted event.

(Please Print Clearly)

Membership: [] Odd Fellows Lodge [] Rebekah Lodge [] Encampment [] Canton Today's Date: _____

If a Committee, name of the Committee: _____

Name of Chair of event: _____ Phone: _____

Chair's E-mail: _____

Name of Member in charge of event: _____ Phone: _____

I accept full responsibility for this event (signature): _____ Date: _____

What is this meeting/event? _____

What date are you requesting? _____ How many people do you expect? _____

What times? Set up starts _____ Event Starts _____ Event Ends _____ Clean up ends _____

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

Will this be a re-occurring event for the year? _____ If so, please list all the dates you are requesting for the Calendar

Year: _____

Which space requested: [] Upper Hall [] Lower Hall [] Both Upper & Lower Halls [] Kitchen

If requesting either Upper or Lower Hall, can your event be relocated to the other Hall for a paying event: _____

Will you be requesting a Bar for this event? _____ If yes, please fill out the Bar Request Form

Will you need to use Hall equipment? _____ If yes, please fill out the Hall Equipment Request Form

Do you have any other needs that have not been mentioned above? _____

_____.

Signature of applicant: _____ Date: _____

Approved By:

Operations Manager: _____ Date: _____