

Information Form for Renting the BVFC Social Hall



Renter Information: Date: _____

1. Name: _____
2. Phone Number: _____
3. Address: _____
4. Email: _____
5. Organization (n/a if personal event): _____

Event Information:

1. Date of event: _____ Start Time of event: _____
2. Time of set up and take down/cleanup (# of hours): _____
3. Type of event (birthday party/meeting etc): _____
4. Expected number of people attending: _____
5. Will you need to use the kitchen?: Y N
6. Will you charge admission?: Y N
7. Will you be selling any products?: Y N
8. Will you be serving alcohol?: Y N
9. Will you be selling alcohol?: Y N
10. If you answered "yes" to any questions 8 and/or 9, you must secure an ABC Banquet License. This license MUST be presented one (1) week prior to the event.
11. Do you have a banquet license? Y N

For Board use only: Approved? Y N Reason: _____

Approved By, Name and Signature: _____

Hourly Rate: \$ _____ Security Deposit: \$ _____