

Bristol Elks Function Hall

****** MOST APPLICATIONS ARE REJECTED BECAUSE THEY DO NOT MEET THE CRITERIA. PLEASE READ THE FOLLOWING BEFORE SUBMITTING YOUR APPLICATION.**

- 1. Applicants must be BRISTOL Elks members, provide their member number, and be on-site during the entire event.**
 - 2. EVENTS ARE RESTRICTED between the Friday of Memorial Day weekend, and the end of Sep. Exceptions MAY be made for collations or events on WEEKDAYS that end by 3pm on Fridays or 5pm M-Th.**
 - 3. Events are limited to 55 people maximum and are held in the lower hall only. The lower deck is a shared space and only Elk's members may utilize the upper level during an event.**
 - 4. Event guests who are non-members should vacate the lodge at the conclusion of the event unless signed in as member-guest.**
 - 5. Requests must be made at least two weeks prior to the event to receive consideration.**
 - 6. Events for underaged attendees (such as high school graduations or teenage birthday parties) are restricted.**
 - 7. Parking is limited to members only and tandem parking spaces must be utilized. Guests must find nearby street parking.**
 - 8. Decorations may be put up 2 hours before the event. Only non-stick tape may be used to hang items on walls - no thumb tracks or nails. Any holes or damaged paint will result in a charge against your damage deposit and decorations must be removed at once following the event. Permission to decorate earlier or leave decorations up after the event must be obtained by the House Committee and an extra charge may be required.**
 - 9. The completion of this form does not guarantee rental. Your event will not be reserved on the calendar until your application has been approved and your signed agreement and fee/s are received.**
- Rental Pricing *INCLUDES a bartender: Up to 3 Hours: \$250, 3-5 Hours \$350. There is also a \$500 refundable damage deposit that is due at the time of booking (cashed only if damages have occurred). Special pricing may be available for collations for deceased lodge members or immediate family.**

Mail **Payments** to:

BPOE 1860
PO Box 226
Bristol, RI
02809

*Email ALL **Applications or Questions** to

Westcott.karen@yahoo.com

*Bristol Elks does not offer a caterer currently. There will be no access to the kitchen. Kitchen renovations should be done sometime after Labor Day. There are 3 large round tables that seat 8-9 as well as several smaller round tables that seat 4-5. There are two long banquet tables and several small square tables that seat 4. You may arrange the tables and chairs as you like. You will need to supply your own tablecloths, food service items etc.

APPLICATION

Email_____

Bristol Elks Member #_____

Date of Event Rental_____

Start Time_____

End Time_____

Member Address_____

Phone #_____

NameEvent_____

Type of Occasion_____

Target Age_____

How many hours will you need a bartender_____

How Many Adults_____ Under 21yrs_____

Details of setting up plan-chairs, serving tables, etc.

Signature_____

