



# Dixie Elks Lodge #1743

## Special Event Contract

Event Date:

Date Booked:

PLACE COMPLETED FORM IN THE EVENT COORINDATOR'S BOX

ACTIVITY INFORMATION NEEDED

Name of Activity: \_\_\_\_\_

Responsible

Party: \_\_\_\_\_ Member#: \_\_\_\_\_

Room

Lodge

19<sup>th</sup> Hole

Front Dining

Back Dining

Pavilion

Request:

(Check

one)

Phone Number: \_\_\_\_\_

Expected  
Number to

Attend

Time Period

19

Linens needed: \_\_\_\_\_ Color requested: \_\_\_\_\_

SET UP REQUIREMENT

Special instructions or request for this event: (Room set-up, what table size, how many, etc... )

### Service Requested:

Cocktails: ▼ es. \_\_\_\_\_ No. \_\_\_\_\_ Hours of service: \_\_\_\_\_ to \_\_\_\_\_ A.M./P.M.

Food: Yes. \_\_\_\_\_ No. \_\_\_\_\_ Hours of service: \_\_\_\_\_ to \_\_\_\_\_ A.M./P.M.

Entertainment Requested: Yes \_\_\_\_\_ No \_\_\_\_\_ Type: \_\_\_\_\_ Band: \_\_\_\_\_ -'-----

Event menu requested: \_\_\_\_\_

For Lodge events only, the event chairman is responsible for getting crews for the following:

Se~~o~~Up Crew: \_\_\_\_\_

Kitchen Crew: \_\_\_\_\_

Clean-up Crew: \_\_\_\_\_

**•• Non-refundable clean up fees are due when contract is submitted to event coordinator.**

LODGE AUTHORIZATIONS

Trustee  
Chainnan: \_\_\_\_\_  
Event  
Guarantor: \_\_\_\_\_

Date:  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_