

Forest Lodge 69 I.O.O.F

Hall Request Form

Organization/ Person requesting Hall: _____

Organization's Representative: _____

Address: _____

City, State, Zip Code: _____

Phone Numbers: _____

Date of Event _____

Event Purpose _____

Number Attending _____

Time of Event From: _____ To: _____

Fees and Charges:

Facilities needed _____ Main Hall (\$100.00 minimum donation)

_____ add Kitchen (+\$50.00)

Cleaning Option _____ We will clean up ourselves and all garbage will be removed

_____ We would like to pay for cleaning (+\$75.00)

A certificate of general liability insurance in the amount of \$500,000.00 or more must be provided to Forest Lodge 69 I.O.O.F prior to using the hall. If Alcohol is to be consumed at the event the certificate of general liability insurance must state it covers this.

Please complete the above form and submit it with the *certificate of general liability insurance* at least one week before the event is to take place.

Lodge Use Only

Approved: Yes _____ NO _____

Scheduled by: _____ Date: _____