

Events and Activities Committee Proposal for Denver Elks Lodge #17

Form only required for non-private event bookings

Name of Event: _____

Committee: _____

Primary Contact Name: _____

Email: _____ Phone: _____

Date of Event: _____ Date Available on Calendar: Yes No Unsure

Room(s) Requested (note Lodge Room requires vote at meeting): _____

Is this event open to all Lodge Members or fulfill our Lodge Philanthropic Mission? Yes No Unsure

Please describe your event and how it supports your committee or the mission of the Lodge: _____

Charitable partner or beneficiary: _____

If there is a charitable component, please be advised as of September 2019 all non-profit events receiving financial support and donated space have a minimum split of 60% to charity and 40% to Denver Elks after expenses are covered. Any exceptions must be cleared with Board of Directors in advance. We welcome events where Denver Elks Lodge receives 100% of proceeds to be put toward current capital campaign improvements in 2019 - 2020.

Will there be any gaming, Bingo or raffles at this event: Yes No Unsure

Have you contacted any Elks Staff or a Gaming Manager regarding this event? Yes No Unsure

Please describe: _____

Please list tables, chairs or other Lodge items you are requesting for this event: _____

Are you requesting expenses be covered or reimbursed by Lodge for this event? Yes No Unsure

Please second page and itemize estimated expenses for this event below:

ITEM	LOCATION	VENDOR	ESTIMATED COST	WAIVED
staff				
food				
Rental space fee				
decorations				
Special order alcohol				
Music / entertainment				
Misc supplies				
other				
TOTAL				

Fill out above this area only

Event Added to Elks Calendar: Yes No

Information Sent to Communications: Yes No

Activities and Events Committee Approval: _____ Date: _____

Board of Directors Approval: _____ Date: _____