



## EVENT REQUEST FORM HRVR ACTIVITIES COMMITTEE

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

Doors Open: \_\_\_\_\_ Food Served \_\_\_\_\_ to \_\_\_\_\_

Entertainment Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Is this Event  Open  Limited  Refunded

Preferred Location:  Activity Center  Club House

Is there a Limit on Participants?  Yes  No If yes, how many? \_\_\_\_\_

Will there be food at the Event?  Yes  No If yes,  Prepped by Event Team?

Bring Your Own?  Catered by \_\_\_\_\_

Will there be Entertainment? If yes, Entertainer's Fee: \_\_\_\_\_

Name: \_\_\_\_\_

Approximate Cost Per Attendee: \_\_\_\_\_/person

Newsletter Article  Sign-up Sheet

Bulletin Board Notice

Ticket Sales Begin: \_\_\_\_\_

\_\_\_\_\_ **Event Host**

\_\_\_\_\_ **Lot No.**

\_\_\_\_\_ **Phone No.**

\_\_\_\_\_ **E-Mail Address**

**Approved by Activities Committee:** \_\_\_\_\_

**Event will be:**  Open  Limited  Refunded **Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attachments: Event Host Checklist; Last Season's Cost Report, if available