

## **Committee Use of the Hall for Committee Sponsored Events**

Requests to use the Hall for Co-Hosted Events must come from the Community Support Committee  
These guidelines are for all other Committee Events

Committees wishing to use the Hall for an approved committee event should first check the Lodge calendar to see if the Lodge is available.

<https://www.davislodge.org/odd-fellows-events/event-calendar/>

All Committee requests to use the Hall must be submitted by the Committee Chair to the Hall Board.

All Committee Chairs must complete the Committee Hall Request form (page two of this document) for Committee sponsored events and submit it for approval.

All requests should be submitted via email to [info@rentdavislodge.com](mailto:info@rentdavislodge.com).

Requests will be considered on a first come, first serve basis.

The Hall Board will review the request and check to be sure there are no other requests for the Hall that date and time.

A reservation is not considered complete and will not be held on the calendar until the Committee Hall Request has been approved by the Hall Board.

Committee Chairs will be notified within seven days of receipt of their application if their event has been approved or disapproved.

If the Committee wishes to have a Bar at their event or they need to use Hall equipment, the appropriate form/forms must be filled out and submitted via email to [info@rentdavislodge.com](mailto:info@rentdavislodge.com) no later than seven (7) days prior to the event. The Bar Request form is page three of this document. Bar proceeds will be handled per the Hall Board Bar Policy (page four of this document). The Hall Equipment Request form is page five of this document. All requests must be approved by the Hall Board and notification of approval or disapproval will be made to the Committee Chair within 48 hours of the request.

If the Committee wishes to use the kitchen for their Event, a fee of \$50 will be charged to pay a Hall Board representative to return the kitchen to the condition required in order to be ready for the next user. This fee will be waived if a Hall approved Caterer is used for the Event.



## Committee Hall Request

This form is to be filled out by the Chair of any committee that would like to use the hall for any Committee-related function that is not a co-hosted event.

**(Please Print Clearly)**

Application Date: \_\_\_\_\_ Lodge Affiliation: [ ] IOOF [ ] Rebekah [ ] Encampment [ ] Canton

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

Committee Chair Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Committee Chair Email: \_\_\_\_\_

Committee Member In Charge of Event: \_\_\_\_\_ Phone: \_\_\_\_\_

**I accept full responsibility for this event:** \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Member In Charge of the Event

What date will you need the Hall? (If multiple, list below): \_\_\_\_\_

What time will you need the Hall? \_\_\_\_\_

Will you need help for your Event? \_\_\_\_\_ If so, what times? \_\_\_\_\_

Will your committee be using the Upper Hall, Lower Hall, or Both? \_\_\_\_\_

Can your Event be relocated to the other Hall for a conflicting event? \_\_\_\_\_

Will you be using the Conference Room? \_\_\_\_\_ (Yes/No)

Will your committee be requesting a bar for this Event? \_\_\_\_\_ (Yes/No) If yes, please complete the Bar Request Form

Will your committee need to use Hall equipment? \_\_\_\_\_ (Yes/No) If yes, please fill out the Hall Equipment Request Form.

Will your committee need to use the Kitchen? \_\_\_\_\_ (Yes/No)

Does your committee have any other needs that have not been mentioned above?

\_\_\_\_\_  
\_\_\_\_\_

Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

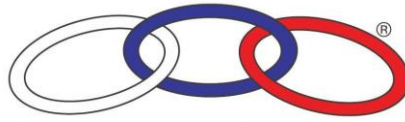
Signature

### **Approved By:**

Hall Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

(If person requesting use of the Hall is a Hall Board member, they cannot approve their own request)



# The Lodge

@Odd Fellows Hall

## Bar Request Form

To be filled out by the Applicant using the Hall if a bar will be needed at the Event. Completed request must be submitted to the Hall Board Representative at least seven (7) days in advance of the Event.

**(Please Print Clearly)**

Today's Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Approved By Hall Board Rep: \_\_\_\_\_ Date: \_\_\_\_\_

### Wine Request

Name of Wine	Varietal	Quantity Needed

### Beer Request

Name of Beer	Draft or Bottle

**Liquor Request:** Full Bar? \_\_\_\_\_ (Yes/No)

Brand of Liquor	Type of Liquor	Quantity Needed

## **Use of Hall Bar for All Events**

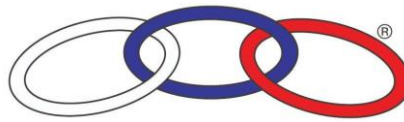
Members and Events run by committees (including Co-Hosted Events) that wish to have a bar available, need to complete the Bar Request form (attached to the various Hall Use Request forms).

Bar proceeds for all Events will be retained by the Hall. All expenses for the bar will be paid by the Hall.

Co-Hosted events wishing to serve donated alcohol must:

- Complete the Bar Request form and submit it to the Hall Board for approval
- Obtain a donation letter from the donor as proof that the alcohol is donated – any excess donated alcohol will be kept by the Hall.

Members are NEVER allowed to bring in their own alcohol unless prior approval is received from the Hall Board. This will ensure that we do not jeopardize our liquor license.



*The Lodge*

@Odd Fellows Hall

**Hall Equipment Request Form**

To be filled out by the Applicant if equipment will be needed at the Event. Completed request must be submitted to the Hall Board Representative at least seven (7) days in advance of the Event.

**(Please Print Clearly)**

Today's Date: \_\_\_\_\_

Lodge Affiliation: [ ] IOOF [ ] Rebekah [ ] Encampment [ ] Canton

Name of Committee Chair: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Committee & Event: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Location: \_\_\_\_\_ Lower Hall \_\_\_\_\_ Upper Hall

Equipment needed at the Event:

- Big Screen TV (120") ( ) Yes ( ) No
- Audio/Sound System w/ Computer input ( ) Yes ( ) No
- Microphone(s) (wireless or corded) ( ) Yes ( ) No \_\_\_\_\_ How Many?
- HDMI Video Projector w/Internet Access ( ) Yes ( ) No
- BlueRay DVD Player ( ) Yes ( ) No
- Stage Lights (UH Only) ( ) Yes ( ) No
- Music Equipment (UH Only) ( ) Yes ( ) No

I accept full responsibility for this equipment:

\_\_\_\_\_  
Signature of Applicant Date: \_\_\_\_\_

**Approved By:**

Name of Hall Board Representative: \_\_\_\_\_

Signature of Hall Board Rep: \_\_\_\_\_ Date: \_\_\_\_\_

(If person requesting use of the equipment is a Hall Board member, they cannot approve their own request)