

Event Request Form

Date: _____/_____/_____

Name/Organization: _____

Point of Contact: _____

Phone Number: _____ Cell: _____

E-mail Address: _____

Are You a Club Member? No Yes (Last 4 digits on club card _____)

Event Date Requested: _____/_____/_____

Room Requested: (Check One) Ballroom Daedalian Room OSR _____

Time of Event: _____ Estimated Number of Guests: _____

Bar Needed: Yes No

Type of Event: Served Buffet No Food Ceremony

Wedding Reception Birthday Promotion

Luncheon Dinner Retirement _____

Additional Notes:

FOR OFFICAL USE ONLY

Event # _____

