

SPECIAL EVENTS REQUEST FORM

REQUESTS MUST BE SUBMITTED A MINIMUM OF TWO WEEKS PRIOR TO YOUR EVENT



TYPE OF REQUEST

- GIFT BASKET SCHOOL SPONSORSHIP FUNDRAISER KAHWAGON (COFFEE TRUCK)
 COFFEE DONATION GIFT CARD COFFEE VENDOR WHERE WE WOULD BE SELLING NON-PROFIT

ARE YOU TAX EXEMPT? YES NO

PLEASE ATTACH A COPY OF YOUR TAX CERTIFICATE IF EXEMPT

EVENT INFORMATION – PLEASE FILL OUT ALL THAT APPLIES

NAME/DESCRIPTION OF EVENT: _____

LOCATION ADDRESS: _____

EVENT START TIME: _____

EVENT END TIME: _____

SET UP TIME: _____

IS THERE A VENDOR FEE? _____ IF SO, HOW MUCH?

HOW MANY PEOPLE ARE EXPECTED? _____

IS POWER AVAILABLE FOR ESPRESSO EQUIPMENT IF NEEDED? (2 SEP CIRCUITS, 20 AMP) _____

6' TABLE AND LINEN PROVIDED? _____

SPECIAL REQUIREMENTS/NOTES:

CONTACT PRIOR TO EVENT

NAME: _____

PHONE NUMBER: _____

EMAIL: _____

DAY OF CONTACT

NAME: _____

PHONE NUMBER: _____

EMAIL: _____