



Bellefonte Elks Lodge #1094

Event Request Form

Please complete the form below to request event space at the Bellefonte Elks. Your request will be reviewed and considered. If approved, the Bellefonte Elks Catering Manager will coordinate all details with the contact person listed below and issue a Banquet Event Order (BEO) for your review which will outline the details and provide the per person cost. The BEO will serve as the contract for the event. Group's final count must be received by the Catering Manager ten (10) business days prior to the event or the Expected Guest count listed below will be used to calculate the final invoice for the event.

Name of Event: _____ **Date of Event:** _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Address: _____

Type of Event: Lodge Function Club Function Member Non-Member

Does Group Request Catering: Yes No

If Group is not requesting food from the Club, Group must provide their own food. An Event cannot be held without Food per the PLCB Liquor License Rules and Regulations. If Group is providing their own food a Room Rental fee will be charge as follows:

Members: \$75 Non-Members: \$150

If Group is requesting Catering Services, please provide the following information:

- | | | | |
|--|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Buffet Style Food Service | <input type="checkbox"/> Sit Down Food Service | | |
| <input type="checkbox"/> China & Silverware | <input type="checkbox"/> China Dishware | <input type="checkbox"/> Disposables | <input type="checkbox"/> Table Linens |
| <input type="checkbox"/> Breakfast/Brunch | Served From: _____ | AM/PM | To: _____ AM/PM |
| <input type="checkbox"/> Luncheon | Served From: _____ | AM/PM | To: _____ AM/PM |
| <input type="checkbox"/> Reception | Served From: _____ | AM/PM | To: _____ AM/PM |
| <input type="checkbox"/> Dinner | Served From: _____ | AM/PM | To: _____ AM/PM |

Staff Requested: Kitchen Staff Wait Staff Cash Bar w/ Bartender Volunteers

Please list any details below that Group would like to request including menu and service. Please explain clearly to ensure Catering Manager can understand and quote food and services appropriately.

Signature: _____ **Date:** _____

Please drop off completed Event Request Form to the Bellefonte Elks directly or scan and email to: LornaSpearlyBPOE1094@gmail. Any questions can be directed to Lorna Spearly, Catering Manager, at 814-441-0378 or Cathy Hoffman, Head Trustee, 814-355-2828. Thank you for considering us for your Event.