

**ROYAL KENNEBECASIS YACHT CLUB  
EVENT MANAGEMENT FORM  
(TO BE COMPLETED BY RENTEE)**

**YOUR EVENT WILL NOT BE CONSIDERED BOOKED  
UNTIL THIS FORM IS RETURNED TO THE OFFICE**

DATE \_\_\_\_\_

DAY OF WEEK \_\_\_\_\_

PRIMARY CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

SECONDARY CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

IF YOU ARE NOT A MEMBER OF THE RKYC PLEASE COMPLETE THE NEXT SECTION

COMPANY NAME (IF APPLICABLE) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

PURPOSE OF EVENT \_\_\_\_\_

ESTIMATED NUMBER OF PEOPLE ATTENDING

TIME OF EVENT

START

FINISH

IS THERE A BAND/DJ? YES  NO

BAR REQUIRED YES  NO

TIME BAR TO OPEN

CATERING REQUIRED YES  NO

FACILITIES REQUESTED MAIN LEVEL  2ND FLOOR

**FOR OFFICE USE**

**AREAS OF CLUB TO BE USED**

UPSTAIRS

DOWNSTAIRS

CLEANING ARRANGED BEFORE

AFTER

BAR NOTIFIED (BAR TO INITIAL)