



PLDCA Request for Activity Rental or Project Form

From: _____ Member: Y / N (circle one)

Existing or new Event: E / N (circle one) Date _____

Name of Event: _____ Day of event: _____ Time _____

Number of weeks: _____ Dates _____ Number PLDCA Members: _____

Number of Non Members _____ Age Range: _____

Resources requested:

Main hall () Kitchen () Oldfield Room () Outside Field ()

Tables () Chairs () Promotion in Prospector () Web Site () PLDCA Email ()

Detail any PLDCA Funding requested: _____

PLDCA liability issue Y / N Insurance Needed Y / N Waiver Needed Y / N

Financial reporting – Who is responsible? _____

Individual in charge _____ Phone: _____

Email: _____

Operated by volunteers or paid individuals? _____

Other issues identified? _____

Description of Activity: _____

Proposed Budget - DESCRIPTION	BUDGET	ACTUAL
Income:		
Expenses:		
Rent:		
End of Activity: Profit (loss)		

The budget should have enough detail to determine how the budgeted amounts are arrived at. Please use additional page if you wish to provide more detail.

