



**STEVENS POINT ELKS LODGE #641 1132 Clark Street  
Stevens Point, WI 54481  
Contact: the Elks Lodge at (715) 344-4021**

## **FUNDRAISING DATA SHEET**

The purpose of this data sheet is to provide you with the pertinent information to make your event enjoyable and profitable for your organization. Please take the time to carefully review this data sheet, then complete and sign the attached agreement.

**NOTE:** AN ORGANIZATION WITH A DESIGNATED LEADER, EMPOWERED TO SPEAK ON BEHALF OF THE ORGANIZATION WITH REGARD TO YOUR FUNDRAISING EFFORT ALWAYS HAS THE MOST ENJOYABLE AND SUCCESSFUL EVENT. -----

Generally, we ask that fundraising events begin at 5:00pm (the Lodge and bar open at 4:00pm) and end no later than 8:00pm on weekdays. Mondays and Thursdays are most convenient for the Lodge. Other days, hours and weekend events can generally be accommodated on request depending on the availability of the Lodge facilities.

The Lodge facilities include a cash bar (and bartenders), rest rooms, a raised stage, a wireless microphone, background music (you may supply CDs if you wish) and free wireless internet access.

Please remember, our facilities are completely smoke-free. A smoking area is available outside the main entrance to the building.

The Stevens Point Elks Lodge #641 will provide the following to each organization for their fundraising event:

- A cooking staff, a serving area, a serving staff and a dining area set up with tables and chairs
- Sufficient garlic bread, spaghetti, spaghetti sauce, grated Parmesan cheese, salt and pepper for your estimated number of attendees
- Paper plates, eating utensils and napkins for the spaghetti dinner
- Complimentary coffee, cups, sweetener and creamers
- Water, water glasses and ice
- (Optionally) Soft drinks, drink cups and ice
- If needed, tables for selling admission and/or raffle tickets, etc.

### **YOU NEED TO:**

- Have a representative arrive at least 1/2 hour before the event is scheduled to begin to ensure that all things are setup to your satisfaction
- Provide and sell the admission and raffle tickets and provide all cash handling for admissions and raffle ticket sales – please make sure you have a sufficient supply of tickets for your event – we do not generally have tickets on hand to supply.
- Provide a spokesperson to conduct raffles or organization announcements, etc.
- Provide, put up and after the event, remove any signs or decorations you may desire (Lodge decorations can NOT be removed!)
- Provide and serve any desired salad items, including salad bowls and dressing.
- Provide and serve any desired after-dinner dessert along with dessert plates and dessert serving utensils, eating utensils and napkins.
- Maintain order and reasonable cleanliness of the facilities during the event.
- NOTE: if you are providing your own salad and or soda, please let us know ahead of the event so that we can have facilities set up ahead of time to assist you in the salad and soda serving.
- Clean and Sanitize Tables after the event. You DO NOT need to take tables and chairs down.

**PRICING:**

- We do NOT charge for use of the Lodge facilities (this is normally a \$700.00 charge!)
- We will charge your organization \$3.50 per plate of spaghetti served. We do this by setting out a pre-counted number of paper plates before serving begins and then count the remaining number of plates when serving ends – your organization will be charged for each plate used. Note: “seconds” will be served on a new plate – this is not an “all you can eat” event.
- You can specify the quantity of soft-drinks, if any, you would like to have provided or you may provide your own (see above). If we provide the soft drinks we will charge \$2.50 per pitcher for soft-drinks.
- We will charge a one-time fee of \$50.00 for setting up the Lodge, cooking the dinner, serving the dinner and cleaning up afterward.

If there is ANYTHING we can do to make your event more enjoyable and successful, please do not hesitate to ask!

**QUESTIONS:**

- Do you wish the Lodge to supply pitchers of soda?
- Will you be supplying salad items?

**NOTE: Salad items are NOT supplied by the Lodge**

**FUNDRAISING EVENT AGREEMENT:**

**You must meet in person with a House Committee Member to go over agreement.**

Name of Organization: \_\_\_\_\_ Date of event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated number of attendees: \_\_\_\_\_ (Minimum 200, Maximum 600).

With the signing of this document the Stevens Point Elks Lodge #641 agrees to service the fundraising event and the above named organization agrees to the following provisions:

- The above named organization accepts responsibility for damages, intentional or negligent, to any fixtures, furniture, equipment or facility of the Stevens Point Elks Lodge #641 caused by event attendees. On written substantiation of damage expenses, the above named organization will reimburse Stevens Point Elks Lodge #641 that amount.
- The above named organization accepts responsibility for any injury to event attendees and for any loss and/or damage to the personal property of event attendees, and hereby releases and holds harmless the Stevens Point Elks Lodge, it's personnel, and any institutions with which it is affiliated from any and all claims and/or damages of any nature arising from and/or associated with this event.
- The above named organization understands that it is encouraged to make full payment of the funds due to the Stevens Point Elks Lodge on behalf servicing this event immediately following the event. If not paid at that time, the organization agrees to make full payment no later than two (2) business days following the event.
- Cancellation of the event must be made no later than fourteen (14) business days prior to the event otherwise a \$1.00 charge per each of the estimated number of attendees above will be payable to the Stevens Point Elks Lodge #641 by the above named organization.
- MINIMUM CHARGE IS \$700.00 per event.

On behalf of the above organization:

Accepted by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone \_\_\_\_\_

email: \_\_\_\_\_

On behalf of the Stevens Point Elks Lodge #641: SPONSORED BY: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTE:** This agreement is not valid until and unless signed by an authorized representative of the Stevens Point Elks Lodge #641.

\_\_\_\_ yes \_\_\_\_ yes

\_\_\_\_ no \_\_\_\_ no