

Penateka Lodge

Activities and Service Request

Please fill out the information below and return to the Scout Office **45 days prior** to requested service date. In cases where 2 requests are received for the same date of service, requests will be considered on first come first served basis. All requests will be considered, however the team consists of school age youth who may have a conflicting school activity making the team unavailable. You will be contacted as soon as possible. Thank you for your interest.

Request Made By _____ Date Submitted _____

Name

Address _____

City _____ Zip Code: _____ Phone _____

Troop Pack Post Crew Number: _____
(Circle One)

E-mail address: _____

Organization: _____

Event Date _____ Type of Event _____

Scout – Non Scout – Festival

Directions to event (Please be specific – use back of form if necessary):

Service Requested: _____

Suggested number of participants requested _____

Will food be served? No Yes If Yes: Catered Potluck

Will alcohol be served on the premises? No Yes Are refreshments (water) Available No Yes

Event Start Time: _____ Time Needed: Start _____ End _____
(Arrival Time will be at least 30 minutes to the Time Needed start time unless an earlier time is requested)

Are all necessary materials available or provided? No Yes

If No, what do we need to bring? _____

Person to check in with: _____

Where will they be? _____

Will there be changing facilities for participants? Male: No Yes Female: No Yes

Description of service area (Use back if necessary) _____

Office Use Only

Lodge Person Contacted _____ Date _____ Initials: _____

Lodge Use:

Date Approved _____ Not Approved _____ Date Notified: _____

Person Notified _____ Phone _____ Email _____

Meet at _____ Time _____