

## BALLROOM DANCE PRESERVATION SOCIETY EVENT REQUEST FORM

Name	Date of Application
Date of Event	Time of Event
Venue and cancellation policy:	
How many dancers will the venue hold?	What are the dimensions of the dance floor?
Facility Rental Cost:	
Do you need a certificate of insurance?	
<input type="checkbox"/> Will you work with our Music Coordinator on a playlist OR <input type="checkbox"/> Will you hire DJ/live entertainment at a cost of	
Will a lesson be included?	If yes, name of instructor: <i>The maximum we pay for a 30-minute lesson is \$25</i>
Describe the plan for food if any.	
What is the cost of the food?	
Describe theme/ planned decorations:	
<p>You may use decorations we already have. You must pick them up and return them to our event coordinator. See the guidance sheet for event planners for more information.</p>	
Any additional information you want to supply?	
Any additional costs? If so, describe.	
Total Anticipated Costs of Event:	
<p>If approved, the board will set the fee for the event.</p> <p>Approved by board Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Date</p>	

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