

DWYC – EVENT REQUEST (Member, Non-member & Port Prepaid Events)

Please provide ALL information requested below and return this form to the Bar Manager **at least 2 weeks prior to your requested event date**. We will contact you soon after receipt to confirm the date and that time is available, then to discuss details regarding food and bar requirements, and costs, etc. **NOTE:** If the requested date is less than 2 weeks away, please contact Rear Commodore directly at rearcommodore@dwyc.org. Please PRINT CLEARLY. Thank you!

Member Name or Group: _____ Member Number: _____

Phone: _____ E-mail: _____

Event Title: _____ Event Date: _____

Start Time: _____ End Time: _____ Day of Week: _____

Number of Attendees: Members: _____ Non-Members: _____

Special Menu Description (i.e., taco bar, pasta bar): _____

OFFICE USE ONLY: [] Private [] Outside [] During normal hours (if not, Event Fee?): \$ _____

Port Prepaid Event: [Yes] / [No] Member Price PP: \$ _____ Food Retail Cost PP: \$ _____ Club Event Fee: \$ _____

Received by: _____ Approved by: _____ Date Approved: _____