

# PELHAM FISH AND GAME CLUB – FACILITY REQUEST FORM

05/2018

Prior to completing an FRF, please refer to the "Facility Request Form Frequently Asked Questions FAQ".

For best results, DOWNLOAD PDF to your desktop and "SAVE AS". FRFs must be completed using Adobe Acrobat and submitted electronically. Email completed form to FRF@pelhamfishandgame.org



## EVENT CONTACT INFORMATION

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  HOME  MOBILE

E-MAIL: \_\_\_\_\_ MEMBER:  Y  N IF YES, MEMBER # \_\_\_\_\_

PFG BOD CONTACT: \_\_\_\_\_

## EVENT DETAILS FIELDS MARKED WITH AN \* WILL BE USED TO POPULATE THE CALENDAR.

IS THIS A PELHAM FISH AND GAME CLUB SPONSORED EVENT?  YES  NO

\*EVENT NAME: \_\_\_\_\_

\*EVENT DATE(S): \_\_\_\_\_

\*EVENT TIME(S): \_\_\_\_\_ SET UP DATE/TIME(S): \_\_\_\_\_

\*EVENT OPEN TO (MEMBERS/NON-MEMBERS/PUBLIC/PRIVATE/ADULT/JR/WOMEN ONLY, ETC.): \_\_\_\_\_

\*SKILL LEVEL (BEGINNER/INTERMEDIATE/EXPERIENCED/ALL, ETC.): \_\_\_\_\_

\*COST (SPECIFY MEMBER/NON-MEMBER RATES): \_\_\_\_\_

\*FOR MORE INFO AND TO REGISTER CONTACT (EMAIL): \_\_\_\_\_

\*DETAILED EVENT DESCRIPTION (INCLUDE PREREQUISITES): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INSTRUCTORS: \_\_\_\_\_

WILL A CERTIFICATE, QUALIFICATION, OR PRIZE BE ISSUED:  YES  NO DETAIL: \_\_\_\_\_

ESTIMATED NUMBER OF PARTICIPANTS: MEMBERS \_\_\_\_\_ NON-MEMBERS \_\_\_\_\_

FACILITY/RANGE FEE STRUCTURE (AMOUNT DUE TO PFG): \_\_\_\_\_

WILL ALCOHOL BE PRESENT/SERVED:  YES  NO WILL FOOD BE PRESENT/SERVED:  YES  NO

## FACILITIES:

BUILDINGS REQUESTED: \_\_\_\_\_

RANGE(S) REQUESTED: \_\_\_\_\_

RANGE RULE EXCEPTIONS:  YES  NO SPECIFY: \_\_\_\_\_

OTHER EVENT NEEDS: \_\_\_\_\_

OFFICE USE

DATE REC'D: \_\_\_\_\_

INSURANCE BINDER STATUS: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

OTHER: \_\_\_\_\_

MINIMUM \$ DUE TO PFG: \_\_\_\_\_

\_\_\_\_\_