

Encore Club Event Contractual Obligations Form

Event Name _____ Date _____

Company _____

Address _____

Contact Name _____ Phone _____

Event expectations _____

Length in time of event _____

Special needs (I.E. dance floor, piano, screen, microphone set ups, etc.) _____

Costs: (all inclusive) _____

Signatures:

Encore Program sponsor _____ Date _____

Event Program sponsor _____ Date _____

Encore Treasurer _____ Date _____

This form should be used for social events, programs, special events, summer socials and venues. In the case of venues, in particular, a copy of the venues contract should be attached to this form. Please fill these forms out and keep in a safe place.