



### SERVICE REQUEST

Item:	Quantity:	Dimensions:	Rented From (if applicable):	Phone #:
Staging				
Risers:				
Tents:				
Tables:				
Chairs:				
Trash Bins:				
Recycling Bins:				
Temporary Toilets:				
Security Personnel:				
Police Personnel:				
Electric:	Amp #:	Volt #:	Outlet #:	
Other:				

### FOOD/ALCOHOL SERVICE REQUEST

Food and Non-Alcoholic Beverages (outline service):

Alcoholic Beverages (check one):

- BEER     
  WINE     
  BEER AND WINE

Alcohol beverages may only be served for a four hour period during the event. Serving Time: \_\_\_\_\_

### BUDGET INFORMATION

Event Expenses (outline):

Anticipated Income (if applicable):

Total:

SAFC Approval Amount:

Charge To:

**Please attach a diagram of the proposed set-up including staging, seating, entrances, exits, security posts, natural and constructed boundaries, and location of all electrical requirements.**