

# 2019 Special Event Request Form



Please fill out this form completely and return with your COI no later than **May 1, 2019.**

There will be no guarantee of event approval after this date.

(See next page for Event & Alcohol Policy)

Internal Use Only		
<input type="checkbox"/> B.D.	<input type="checkbox"/> Events	<input type="checkbox"/> Facilities
<input type="checkbox"/> Risk Management		<input type="checkbox"/> Security
	<input type="checkbox"/> Layout	<input type="checkbox"/> Insurance
Received on: _____		Approved on: _____

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone of Onsite Contact: \_\_\_\_\_

## EVENT INFORMATION

Event Name: \_\_\_\_\_ # of Guests Attending: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_  AM  PM Event End Time: \_\_\_\_\_  AM  PM

Purpose of Event: \_\_\_\_\_

Booth/Site Location #(s): \_\_\_\_\_ Tent Size: \_\_\_\_\_ Booth/Site Sq. Feet: \_\_\_\_\_

### \* Food Needs

Food Served:  Yes  No

Would you like EAA to contact the caterer(s) on your behalf?  Yes  No

Menu Ideas: \_\_\_\_\_

Approved Caterer(s): \_\_\_\_\_

Budget: \_\_\_\_\_ Per Person: \_\_\_\_\_

### \* Beverage Needs All alcoholic beverages must be arranged through EAA's Events & Hospitality Department.

Alcohol Served:  Yes  No

Alcohol Service:  Beer  Wine Non-Alcoholic Beverages:  Soda  Water

Budget: \_\_\_\_\_ Per Person: \_\_\_\_\_

### \* Additional Requests

Security:  No  Yes Qty: \_\_\_\_\_ EAA may require security for some events based on size and scope of event.

Event Entertainment:  No  Yes Type: \_\_\_\_\_

For further information or to submit the appropriate information for your event, please contact  
Lori Allman, Manager, Events and Sales at 920.426.6126 or lallman@eaa.org.

# EAA Events and Alcohol Policy on Exhibit Grounds



**Alcoholic beverages and intoxicants:** Exhibitors/partners shall not bring to the AirVenture grounds any alcoholic beverages or any other intoxicants. There are situations where an exhibitor/partner may wish to hold a private function that includes catered food or alcoholic beverages after hours within their exhibit space or at another designated location. With written approval from EAA, permission will be granted based on the following requirements:

- Exhibitors/Partners must complete and return a fully completed Special Event Request Form with:
  - A diagram of the intended floor plan
  - A valid certificate of insurance to include the following:
    - Evidence General Liability with limits not less than \$1,000,000
    - Evidence Host Liquor Liability (if serving alcohol)
    - List EAA as additional insured with the exact statement: 'Experimental Aircraft Association, Inc., EAA Aviation Foundation Inc., and each of their respective officers, directors, employees, members, affiliates and divisions.'
  
- Beverage:
  - Alcoholic beverage service may be offered after **5:30 p.m.** with a maximum of 3.5 hours of bar service. Last call will be 15 minutes prior to bar takedown. Set start times and end times must be established and adhered to. Alcoholic beverage service on grounds may not run any later than 10:30 pm.
  - All alcohol must be distributed by an EAA licensed bartender to the exhibitor/partner's invited guests; no retail sales will be permitted. Hosted bar events will only be allowed with two drinks per I.D. per service.
  - EAA reserves the right to check for proof of I.D. No one under the age of 21 will be allowed to consume alcoholic beverages for any reason.
  - EAA reserves the right to monitor the function, and at any time, discontinue alcoholic beverage service should it be warranted in EAA's sole judgment.
  
- Catering:
  - Catering requests must be placed through an EAA approved caterer. EAA must be notified of the selected caterer.
  - Catering requests for non-alcoholic beverages must be placed through an EAA approved caterer.
  - Catered events may not be open to the public, but rather must be by limited invitation only.
  
- Misc.:
  - You must submit a diagram of your floor plan for your event.
  - Appropriately licensed and approved rental providers must be utilized for any rental service needs.
  - All guests must be able to be contained in exhibit with no spill over onto roadways or neighboring exhibits and must be by invitation only.
  - No events are permitted in Camp Scholler.
  - If security is deemed necessary, the exhibitor/partner will be billed accordingly.
  - Entertainment must be approved by EAA prior to booking. Entertainers are subject to the same insurance requirements as listed above, which must be met prior to approval.