

# 2020 Special Event Request Form



Please fill out this form completely and return with your COI no later than **May 1, 2020.**

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** All catering must be arranged through one of EAA's approved caterers.

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 held in an exhibit booth based on size and scope of event.

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

For further information, please contact:

Lori Allman

Manager, Events and Sales

920.426.6126 or lallman@eaa.org

**Alcoholic beverages and intoxicants:** Clients shall not bring to the AirVenture grounds any alcoholic beverages or any other intoxicants. There are situations where clients 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 may be granted based on the following requirements:

- Clients must complete and return a fully completed Special Event Request Form with:
  - A diagram of the intended floor plan (if event is being held in your outdoor exhibit booth).
- Insurance Requirements:
  - In addition to the required exhibitor insurance coverage, a valid certificate of insurance will need 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."
    - 30 day notice of cancellation
    - Waiver of subrogation
- Beverage:
  - Alcoholic beverage service **at an exhibit booth** may be offered after **5:30 p.m.** with a maximum of 3.5 hours of bar service. 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 bartender licensed by the State of Wisconsin to the client'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.
  - Client is solely responsible for providing transportation with respect to any person that may be under the influence of alcohol.
- 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.:
  - Appropriately licensed and approved rental providers must be utilized for any rental service needs.
  - All guests must be able to be contained in the designated event space with no spill over onto roadways or neighboring areas.
  - No events are permitted in Camp Scholler.
  - If security is deemed necessary (events held in your exhibit booth), the client 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.