



# 4-H Club or County Event Information and Facilities Use Form

BEFORE THE EVENT CAN BE POSTED ON THE WEB OR INCLUDED IN THE NEWSLETTER THE FOLLOWING INFORMATION MUST BE GIVEN TO THE 4-H OFFICE:

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location of Event (facility name): \_\_\_\_\_

Location Physical Address: \_\_\_\_\_

City: \_\_\_\_\_

Club/Group: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact Phone (\_\_\_\_\_) \_\_\_\_\_ e-mail \_\_\_\_\_

Cost to member: \_\_\_\_\_

Will any fundraising take place at this event? \_\_\_\_\_ If yes, office approval is REQUIRED BEFORE advertising the event. Submit form 8.7 to the 4-H office.

Basic Information: (Activities, speakers, participants, topics, etc.) Use back of form if more space is needed.

Is registration required? \_\_\_\_\_ If yes, when is it due and where should it be submitted? \_\_\_\_\_

\_\_\_\_\_  
If you provide the information, the 4-H Office can format the forms for you. Either way they will need to be submitted to the 4-H Office for approval and required additions by the UCCE.

Do you want a registration form to be posted on the website for members to download? \_\_\_\_\_



## FACILITIES USE REQUEST INFORMATION

Allow 10 to 14 days for processing of additional dates and times for existing insurance agreements. New agreements may take longer.

Please contact the facility you wish to use to set a date and determine if they will require a certificate of insurance or a contract. **DO NOT SIGN CONTRACTS!** Please attach a copy of the contract, it must be reviewed and signed by the County Director. Submit contract with this form.

- The location does not require a contract or certificate of insurance.
- The location requires a contract, was mailed/faxed on (date) \_\_\_\_\_
- The location requires a certificate of insurance

Facility/Agency Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

Facility Contact Person: \_\_\_\_\_

Facility Contact Phone: \_\_\_\_\_

### The following information is often required by the facility:

Is event open to the public? \_\_\_\_\_ Will admission be charged? \_\_\_\_\_

Approximately how many adults are expected? \_\_\_\_\_ how many youth? \_\_\_\_\_

Room(s) Requested: (include kitchen if needed)

On-site equipment needed (chairs, tables, PA system, etc.):

Will the facility be setting equipment up? \_\_\_\_\_

Event Set-Up Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Will you be serving food at the event? Circle all that apply:

Prepackaged      Prepared in advance      Prepared on site      No Food

If prepared on site, what are you serving: \_\_\_\_\_

**Submit forms: Placer County 4-H Office, 11477 E Avenue, Auburn CA 95603 or Fax: 530-889-7397**

**Questions? Contact: Carolyn Sherman at 530-889-7386**

**Questions regarding facilities use? Contact: Farm Advisor's Office at 530-889-7385**