



OFA Event Request Form

For all events promoted under the umbrella of Old Fairhaven Association's non-profit status.

FAIRHAVEN
Association

Note: Event operator must be a member of the Old Fairhaven Association. Events must be self-supporting. The OFA is not liable for any debts incurred by the event unless previously approved by the Board.

Name of Event _____

Date _____ Place _____

Describe Event & Its Purpose _____

Set up time _____ Event Time _____ to _____

Name of Organization _____

Name of Organizer(s) _____

Address _____

Phones ---Home _____ Cell _____

Email _____

Is your organization non-profit? _____

When did you join the Old Fairhaven Association? _____

Will the event benefit a charity? _____

Is this event covered under your Insurance? _____ Company _____

Is event on City or Private Property? _____

Are any street closures or city permits required? _____

Will organization handle own publicity and advertising? _____

Describe _____

Why should this event be under Fairhaven Association non-profit umbrella? How will your event benefit Fairhaven? _____

Will funds go through the Old Fairhaven Association Account? _____

Will OFA pay the bills for the event from these funds? _____

If there are funds remaining after bills where do they go? _____

If a shortfall occurs, who will pay it? _____

What plan do you have for clean up afterward? _____

Date of Board Presentation _____ Name of Presenter _____

\$ Advance Deposit Required? _____ Vote Results _____

Approval Signature _____

President