Bid Approved

Official Use Only

Starkhafn Event Bid Form (Printable)

Fill out Event Bid form and send it to the Seneschal. (3 pages)

PLEASE TYPE OR PRINT CLEARLY

Name of Event:		Date of Event:				
Person(s) Placing Event Bid:						
Event Steward (Information for SC	CA Insurance purposes)					
Legal Name:						
SCA Name:						
Membership #:	Ехړ	Expiration date:				
Email address:	Ph	Phone number:				
Mailing address:						
Proposed Event Staff	SCA Name	Legal Name	Contact Info (phone & e-mail)			
Event Description:						

Site Information:						
Site Name:						
Address:						
Site Contact Person:						
Site Phone/E-mail:						
Handicap Access Ample Parking On-Site Kitchen Access Max Capacity						
Royal Rooms Area for Court Additional Rooms Bathroom facilities						
Alcohol Permitted Fire Permitted Pets Permitted RV Hook Ups						
Outside Martial Activities Indoor Martial Activities Ranged Weapons Siege Weapons						
Bardic Area / Dance Area Equestrian Area						
Site Description:						
Site Description.						

Event Budget & Reporting					
Event Name:					
Dates of Event:					
Location of Event:					
Contact Info of Site representative:					
Type of Event:					
Autocrat:					
Autocrat contact info (phone & email):					

Income	Budget Estimate	Actual	Comment
Pre registration			
Gate			
Day Trip			
Non Member Surcharge			Added fee for Non Members (\$5 per adult) cancels out evenly with expense item
Feast Fee			
Merchant Booth Space			Each booth Includes 1 entrance fee, \$/ static, \$/ food
Merchant Helper Fees			\$ per person
Parking			
Gatebook Ad Sales			
RV Space Sales			
Equestrian Fees			
Other Income: Describe			
Total Event Income	\$0.00	\$0.00	
Pre registration refund			
NMS refund			
Merchant refund			
Total Refunds	\$0.00		
Total Income	\$0.00	\$0.00	
Expenses	Budget Estimate	Actual	
Advertising Occupancy & Site			Cost of site after refunds
Refundable deposits			Will be deducted from expenses once received back
Equipment Rental & Maintenance			
Insurance (Non SCA)			i.e Equestrian Insurance if needed
Fees & Honoraria			
Food			Includes all perishables
General Supplies			includes decorations, prizes, cleaning supplies, bathroom supplies etc.
Site Tokens			
Postage, Shipping, P.O. Box			
Printing & Publication			Includes gatebook, class handouts, signs, agendas etc.
Travel			
Transfers Out			
Incurrence (SCA)			If site wants to be specifically named on insurance certificate, must be submitted 30 days before event. General SCA insurance certificate available from Exchaquer or Seneschal upon request.
Insurance (SCA)			event. General SCA insurance dertificate available from Excrequer or Senescrial upon request. cancels evenly with income
Non Member Surcharge check to CAID	40.00		cancers evenly with income
Total Expense	\$0.00	\$0.00	Total Income minus Total Expenses
Net Income Profit Allocations	\$0.00 Estimated	\$0.00 Actual	Total income militus Total expenses
Kingdom Profit Split	Launiated	Actual	
			Total Valuntaer house worked
Volunteer Hours Payout			Total Volunteer hours worked -
Dedicated Funds			fundraiser proceeds (Starkbucks / travel fund)

Applicant	Date	Baronial Officer	Date Received	
				Form Date A.S. LVI (20211106)