



## **Off-Site Event Request Form**

### **Event Details**

Event Name: \_\_\_\_\_ Event Organizer: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_ Tel.: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

From: \_\_\_\_:\_\_\_\_ am / pm to \_\_\_\_:\_\_\_\_ am / pm

Expected HSVB arrival: \_\_\_\_:\_\_\_\_ am / pm

Departure time: \_\_\_\_:\_\_\_\_ am / pm

Describe Event: \_\_\_\_\_

\_\_\_\_\_

Indoor or outdoor (circle one) \_\_\_\_\_ Number of people expected to attend: \_\_\_\_\_

General description of attendees: \_\_\_\_\_

List other not-for profits involved: \_\_\_\_\_

How is event being promoted? \_\_\_\_\_

### **Animals**

Are animals being requested for the event? No / Yes (circle one) Species: Canine / Feline / Other: \_\_\_\_\_

Special requests: \_\_\_\_\_

Animals will be: inside / outside (circle one)

Animal arrival: \_\_\_\_:\_\_\_\_ am / pm

Departure time: \_\_\_\_:\_\_\_\_ am / pm

### **Staffing**

Are HSVB staff required: (please explain) \_\_\_\_\_

Are volunteers required: (please explain) \_\_\_\_\_

Is HSVB set-up required? No / Yes (circle one) If yes, describe equipment HSVB would need to supply and setup.

\_\_\_\_\_

\_\_\_\_\_

Person completing Form: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_