



SCOTTSDALE ELKS LODGE #2148

6398 E. Oak Street | Scottsdale, AZ 85257

Event Rental Intake

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Use this form to request availability. It does not reserve a date.

Fields marked * are the information Kelly needs to begin reviewing your request.

YOUR INFORMATION

Your name *

Phone *

Email *

Elks member?

☐

Yes

☐

No

☐

Not sure

EVENT BASICS

Event / organization name

Type of event *

Preferred date *

Alternate date

Approx. guests *

Preferred start time

Preferred end time

Space

☐

Indoor Hall

☐

Small Hall

☐

Patio

☐

Not sure

WHAT WILL YOU NEED?

☐

Catering / food

☐

Bar service

☐

Entertainment / DJ

☐

Accessibility

A few important rental basics

Current baseline: \$500 for four hours, \$50 each additional hour, and a \$250 deposit after approval. No outside alcohol. Outside food requires written Lodge approval.



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Event Details

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Give us enough context to understand the event. Short answers are fine.

TELL US ABOUT THE EVENT

What are you planning? *

Setup, decorations, accessibility or other special needs

ADDITIONAL INFORMATION

Entertainment / DJ details

Food / catering notes

Anything else Kelly should know?

Request acknowledgement

☐

I understand this is a request for availability and does not reserve the date.

A confirmed event requires Lodge approval, the rental agreement, deposit and any applicable insurance.

When you're done

Save the completed PDF and email it to:

2148elksevents@gmail.com

Kelly Rich will review the date, space and event details and follow up with next steps.