



Club Event Form

Club Name		Event Name	
Event Date		Event Time	
Event Location		Attendance	
Float	Y / N	Alcohol	Y / N

Detailed description of function and activities that will take place:

Contact Name	
Contact Number	

- Promotional material has been presented to the SAOC for approval
- I agree to be present at the function during its entirety and to ensure that all Olds College, SAOC and AGLC (if applicable) laws, bylaws and policies are adhered to.
- I will oversee the completion of the Event Planner Form (Crossing events only).
- I will distribute and collect waiver forms (if applicable) and present them to the SAOC office **prior** to the event.
- If this is an event with alcohol consumption, I agree that the SAOC will provide administration, security, and bartenders, as well as the alcohol, and in conjunction with the club arrange for entertainment.
- We agree that we will not interfere with staff performing their duties.
- We agree that we will take all inquiries and concerns to the SAOC VP Student Life and/or SAOC staff
- A meeting must be arranged to go over the event summary within 2 weeks after the event.

Club Representative: _____ **Date:** _____

SAOC VP of Student Life: _____ **Date:** _____

SAOC Staff Representative: _____ **Date:** _____

Please hand this form in at the Students' Association Office.

