

# Mag Mor Event Bid

The copies of this completed bid form are to be sent to the Baron, Baroness, and Seneschal. No bid is final until approved by the Financial Committee. Be sure to keep a copy of the bid for yourself!

This bid is for the following event:	Date for the event:

Name of person submitting the bid:

## **Site Information**

Name of Site	
Site Address	
Directions/Location	
Opening/Closing Times	
Estimated Site Capacity	
Number/Size of Rooms	
Size & Ceiling Height of Fighting Area	
Number/Size of Washrooms	
Number of Showers	
Number/Size of Parking Lots	
Feast Hall Capacity	
Other site amenities	
Site Restrictions	



### **Proposed Schedule / Description of Activities**

Please provide a proposed description and schedule of the possible activities for the day.

Keep in mind that all ceremonial activities (processionals, courts, etc.) will be scheduled at the preference of the reigning royalty or baronage (as appropriate), but please list staff preferences of times for Their information.

### **Site Plans and/or Photos**

Please attach any available photographs or site plans that will assist in illustrating the layout and type of rooms and facilities available at the site.

### **Proposed Budget**

<b>Expenses</b>	<b>Amount, if applicable</b>
Site Deposit	\$
Site Rental	\$
Port-a-johns	\$
Supplies for port-a-johns	\$
Camping fees	\$
Feast budget	\$
Inn for lunch budget	\$
Prizes for competitions	\$
Event tokens	\$
Janitorial services	\$
Props/supplies for activities	\$
Mews advertisement/s	\$
Fliers to pass out at other events prior to	\$
Utility rental	\$
Day-of miscellaneous	\$
<b>TOTAL EXPENSES</b>	

Income	Amount, if applicable
Number of estimated attendees _____ Times site fee of \$ _____ per person  Adult member site fee is \$ _____ Child member site fee is \$ _____ Is there a price break for under a certain age? Y N What is the age break for discount? _____ What is the age break for free? _____	Total: \$ _____
Number of estimated feasters _____  Adult feast per person \$ _____ Child feast per person \$ _____ (if applicable)	Total: \$ _____
Refunded deposits	\$ _____
<b>TOTAL ANTICIPATED INCOME</b>	

TOTAL ANTICIPATED INCOME \$

Less

TOTAL EXPENSES - \$

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TOTAL REVENUE/LOSS

### **Understandings and Agreements**

If this bid is accepted, I understand that :

- All scheduling during the event, including Court times, must be approved by the Baron and Baroness of Mag Mor (or the Crown of Calontir, if applicable). I will schedule Order meetings, Vigils, Courts, etc. as requested by the Crown or Their representative.
- The Crown and/or Heirs, and Baronage will require a private area to hold meetings or to relax.
- It is my responsibility to meet all deadline requirements for submission of event advertisements to the Mews and Runestaff.
- It is my responsibility to complete and submit all event paperwork on time, including the Non-Member Surcharge, as per the requirements and deadlines dictated by the Kingdom and Society.

**I, the undersigned, have provided this bid information to the best of my knowledge and agree to the above should my bid be accepted and approved by the Baron and Baroness of Mag Mor along with the Financial Committee.**

Signature of the proposed Event Steward: \_\_\_\_\_

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