



Kingdom of Calontir - Kingdom Event Bid Form

This worksheet is a bid for the following Kingdom Level Event:

Date of Event _____

Type of Event:

- | | |
|-------------------------|----------------------------------|
| _____ Winter Coronation | _____ Queen's Prize Tourney |
| _____ Spring Crown | _____ King's Companie of Archers |
| _____ Summer Coronation | _____ Kingdom A&S Competition |
| _____ Fall Crown | _____ Other _____ |

General Information

Group placing Bid: _____

Seneschal's SCA name: _____

Seneschal's modern name: _____

Address: _____

Phone Number(s): _____

Email Address: _____

Site Information

In order to make the best possible choice for the event, we would like as much information as possible about your proposed site and any existing plans for the event. Please answer all questions with as much detail as possible, and please feel free to add pages as necessary.

Name of Site: _____

The site is a: _____ Indoor Site _____ Outdoor Site

If outdoor, name alternate site for inclement weather: _____

Address of Site: _____

Clear Directions to Site: _____

Opening/Closing Times of Site: _____

Number of rooms at Site: _____

Will a Privy Chamber be available? If so, how many? _____

Describe available privy chamber space: _____

Will rooms for order meetings be available? If so, how many? _____

Describe available meeting space: _____

Alcohol allowed on site? _____

Alcohol restrictions (e.g. only alcohol allowed is that sold on site): _____

Will you be serving a feast? _____ Feast Hall Capacity: _____
Describe the Feast Hall: _____

Is there camping at the site? _____ Number of Spaces? _____
Describe the camping facilities: _____

Will there be fighting at the event? _____
If yes, is the space indoor or outdoor? _____
Describe the available fighting space: _____

Describe the space where court will be held: _____

Is court space indoor or outdoor? _____
If outdoor, please describe alternate venue in case of inclement weather: _____

Is there a designated parking lot for the site? _____ Number of Spaces? _____
Describe the available parking: _____

Are there hotels near the site? _____ Estimated number: _____
Describe available hotels: _____

Is space available for youth activities at the site? _____
Describe the available space: _____

Are pets allowed on site? _____
Any regulations or restrictions on pets at site? _____

How many toilets at site? _____ How many port-a-johns at site? _____
Are there showers available ? _____

Describe other amenities or restrictions on the site:

Event Staff

Event Steward

SCA Name: _____

Modern Name: _____

Address: _____

Phone Number: _____

Email: _____

Membership Number: _____

Feast Steward

SCA Name: _____

Modern Name: _____

Address: _____

Phone Number: _____

Email: _____

Membership Number: _____

Other (please specify staff position):

SCA Name: _____

Modern Name: _____

Address: _____

Phone Number: _____

Email: _____

Membership Number: _____

Other (please specify staff position):

SCA Name: _____

Modern Name: _____

Address: _____

Phone Number: _____

Email: _____

Membership Number: _____

Proposed Budget

Projected Attendance of _____ for site and _____ for feast
 Planned fees of \$ _____ for adults (excluding NMS*) and \$ _____ for children
 Family Cap? _____ If yes, amount? _____

Expenses:

Site Cost: \$ _____
 Feast Cost: \$ _____
 Inn Cost (if applicable): \$ _____
 Port-a-John Rental: \$ _____
 Equipment Rental: \$ _____
 Misc. Expenses: \$ _____
 Total Projected Expenses \$ _____

Income

Site Fees Paid: \$ _____
 Feast Fees Paid: \$ _____
 Total Projected Income \$ _____

Total Projected Profit (Income - Expenses) \$ _____

The granting of a Kingdom-level event to a hosting branch carries with it the expectation that the hosting branch will share profits with the kingdom at the conclusion of the event.

The hosting branch understands this and agrees that ____% of the profits (what is left after all expenses are met) from this Kingdom-level event will be donated to the Kingdom of Calontir.

The Kingdom's share will be forwarded to the Kingdom Exchequer within four (4) weeks of the close of the event. The hosting group is responsible for filing all paperwork, including the Non-Member Surcharge. If this is a joint bid, the hosting branches will share the profits or whatever losses are mutually agreed.

*NMS is a pass-through - the monies go straight to corporate.

Any other financial details/information the hosting branch wishes to share with the committee:
