



# EAA 690

## REQUEST for USE of the CHAPTER HANGAR

Your Name \_\_\_\_\_ EAA Number \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Date of Request \_\_\_\_\_

Event Name \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Rain Date \_\_\_\_\_ to \_\_\_\_\_

Will any person(s) or organization(s) require Additional Insured status? \_\_\_\_\_

If so, who? \_\_\_\_\_

Will the Chapter sign any contracts, leases or any other agreements? \_\_\_\_\_

Will any vendors or exhibitors be participating in this event? \_\_\_\_\_

Estimate of attendance: EAA Members \_\_\_\_\_ General Public \_\_\_\_\_

### FOR CHAPTER USE ONLY:

BOD: Schedule OK? \_\_\_\_\_ Event Coordinator(Member) \_\_\_\_\_

Date EAA Insurance Coordinator notified? \_\_\_\_\_ EAA response: \_\_\_\_\_

EAA conditions: \_\_\_\_\_

\_\_\_\_\_

**APPROVED:** BOD \_\_\_\_\_ Insurance Coordinator \_\_\_\_\_

Notes: \_\_\_\_\_

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