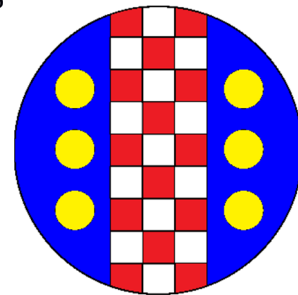


REQUEST FOR AUTHORIZATION TO USE PAYPAL AT EVENTS

CONTACTS SHEET



PLEASE FILL IN THE BOXES THAT APPLY TO YOUR EVENT.

Name of the Event		Short Name of Event			
Date of Event		Event Start Time		End Time	
Kingdom(Primary)		Name of Host Group(Secondary)			
Reservationist Legal Name (Gate)		Reservationist Email			
Event Steward Legal Name		Event Steward Email			
Seneschal Legal Name(Event Coordinator)		Seneschal Email			
Exchequer Legal Name		Exchequer Email Address			
Exchequer Phone #		Group Name & Address (where to send the check)			

List of people that need to be set up to swipe credit cards via PayPal Here at gate. (Must be a paid member and must be 18 years old or over per PayPal Agreement.

Legal Name	Member #	Exp Date	Phone Model	10-Digit Phone #	Email Address

REQUEST FOR AUTHORIZATION TO USE PAYPAL AT EVENTS

RATES SHEET

Typically, 75% of event and feast spaces are assigned to PayPal for reservations with 25% of event and feast space reserved by the group for mail-ins and walk-ups. **The 75/25 split is REQUIRED for Kingdom level events.** Once those are sold, then the PayPal Deputy will contact the Reservationist for more, if available. After spaces are given to PayPal, unsold spaces aren't given back to the group until PayPal closes for the event.

PLEASE USE MEMBER RATES FOR ADULTS & FILL IN THE BOXES THAT APPLY TO YOUR EVENT
- \$5 NMR will be added for Non-Members with Non-Discounted Rates

Registration Open Date		Registration Deadline		Adult MEMBER Registration Rate		Age Range	
Cancellation Deadline		Cancellation Fee		Youth MEMBER Registration Rate		Age Range	
Max # of Event Attendees		Max for PayPal (75%)		Child MEMBER Registration Rate		Age Range	
Feast Rate		Seat Limit for PayPal		Family Cap, Site Only		Family Cap, Site & Feast	
Lunch Rate		Seat Limit for PayPal		RV Camping Rate		RV Limit for PayPal	
Merchant Rate		Limit for PayPal		RV Electric Hookup		Limit for PayPal	
Merchant Electric Hookup		Limit for PayPal		Other			

Financial committee of the local group needs to verify that the local group is supportive of using PayPal and that the revenue received will be minus the transaction fee. **Per Kingdom Financial Policy, group must be up-to-date on all Financial Reporting in order to use PayPal.**

Date of approval of financial committee: _____

Seneschal (Legal Name): _____
Print Signature

Please email this form to:

Kingdom PayPal Deputy, PayPalDeputy@Outlands.org, and

Kingdom Exchequer, Exchequer@Outlands.org.

Please add your event web link: _____

KINGDOM OFFICE USE ONLY

Approved by Kingdom Exchequer on: _____ Event ID # Assigned: _____

Kingdom PayPal Deputy Legal Name: _____
 Phone Number: _____
 Email Address: _____

Kingdom PayPal Deputy must email copy of the completed form to: exchequer@outlands.org

KINGDOM EXCHEQUER USE ONLY:

Received on: _____ Reconciled on: _____ Check mailed to group on: _____

PayPal Deputy authorized to release check on: _____

REQUEST FOR AUTHORIZATION TO USE PAYPAL AT EVENTS

COMP SHEET

Event Staff Comp List - REQUIRED

Legal Name	SCA Name	Staff Event Role	Member Number

Royalty/Nobility Comp List - REQUIRED

Legal Name	SCA Name	Branch Name	Member Number