



REQUEST FOR AUTHORIZATION TO USE PAYPAL AT EVENTS FORM

Event Name: _____

Name of Group	
Date of Event	
Local Exchequer Name	
Contact phone number	
Contact email:	
Mailing address of where to send check	
Reservationist's email:	

Leave Blank if only using PayPal Here	Adult Event Pre-Registration (for non-members)
DayTrip	
Weekend	
Feast	
Additional Fees: Type:	
Additional Fees: Type:	
There is a \$5 discount from the above site prices for members	

Pre- Reservations Open Date: _____ Reservations Close Date: _____ Please avoid Fri & Sat

Number Feasts to be sold on PayPal: _____ Number of Cabin Beds to be sold on PayPal: _____

Website Set-Up (Please Circle Options to Include)

Reservation Type: Day Trip Weekend- Cabin Weekend-Tent

Are Parking Permits Required: Yes No

If you wish to offer on PayPal: Cost per Vehicle: _____

Any other special requests for PayPal set-up: _____

Information for using PayPal Here

(Leaving blank means you will use PayPal for Pre-Registration Only)

List of people that need to be set up to swipe credit cards.

Must be a paid member and must be 18 years old or over per PayPal agreement.

NAME	MEMBERSHIP NUMBER	EXPIRATION DATE

	Adult Event Fees (At Gate)	(for non-members)
DayTrip		
Weekend		
Feast		
Additional Fees: Type:		
Additional Fees: Type:		
There is a \$5 discount from the above site prices for members		

PayPal Card Swiper is required for PayPal Here

_____ **Our group has their own PayPal Card Swiper**

_____ **Please mail the PayPal Card Swiper to the Reservationist**

Name _____

Address _____

Financial Committee Approvals

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 transactions fee. Please sign below to indicate support

Date of approval of financial committee: _____

Seneschal: _____ SCA Name: _____

Signature: _____

Exchequer: _____ SCA Name: _____

Signature: _____

Please send a copy of the flyer with the pricing structure along with this form to: **meridies.epay@gmail.com**

If you have any questions please contact the Kingdom PayPal Deputy Exchequer at either the above email address or call:

Jeanne Chandelière (PayPal Deputy)

Debbie Chandler

615-888-3168 (no calls after 9)

meridies.epay@gmail.com

Cairistiona Bhan (Kingdom Exchequer)

Christie Cartee

exchequer@kingdom.meridies.org