



REQUEST FOR AUTHORIZATION TO USE PAYPAL AT EVENTS

Event Name _____

Name of Hosting Group		Item	Price
Date of Event		*Daytrip	\$
Exchequer Name		*Weekend	\$
Exchequer Phone Number		Feast	\$
Exchequer Email Address		Additional Fees Type	\$
Exchequer Mailing Address		Additional Fees Type	\$
Reservationist Email Address		Adult Non-Member Event Site Fee* Adult members will receive a \$10 discount from the site fees listed above with proof of membership.	

PayPal Set-Up

Requested Opening Date _____

Requested Closing Date** _____

****Please avoid Friday and Saturday, allowing 5 - 7 days for small events and 7 - 10 days for larger events**

Reservation Type: Daytrip _____ Weekend - Cabin _____ Weekend - Tent _____

PAYPAL ALLOTMENT (70% - 80% of total available to sell)

Number of Feasts to be sold through PayPal _____

Number of Cabin Beds to be sold through PayPal _____

Are Parking Permits Required? Yes _____ No _____

If you wish to offer on PayPal Cost per Vehicle _____

Special requests for PayPal set-up, such as the group's Comp List or special accommodations

Financial Committee Approvals

The hosting group's financial committee must verify that the local group supports using PayPal and is aware that the revenue received will be minus the transaction fee.

Date of Financial Committee's Approval: _____

Seneschal: _____

SCA Name: _____

Signature: _____

Exchequer: _____

SCA Name: _____

Signature: _____

Complete the PayPal Request Form and email it along with your official event flyer to epay@meridies.org

If there are any questions or concerns, please contact the Kingdom ePay Deputy or Kingdom Exchequer

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