

Trimaris Kingdom Event Bid/Contract

Date Submitted to Kingdom Seneschal:

1. Event Information:

Event Name:

Date:

Site:

Host Branch (*not applicable for individual bids*):

2. Event Staff Information:

Autocrat:

Modern Name:

SCA Name:

**Autocrat must be a member*

Membership # & Expiration Date:

Address:

Phone:

Email:

Has read the entire Trimaris Kingdom Event Handbook: Yes No

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Kingdom Seneschal's Initials: _____

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2. Financial Arrangements:

For Branch Bids only. (The Kingdom keeps 100% of the profits from individual bids)

Place Branch Seneschal's initials by appropriate choice:

Branch will receive \$200 in autocrat front money and \$ _____ for Feastcrat front money (*contact Kingdom for Feastcrat total*) from the Kingdom Chancellor of the Exchequer. The branch will receive 30% of the net profit from Coronation and Crown Tourney events and 40% of the net profit from all other events. The Kingdom will retain the remainder of the net profit. If the Branch exceeds budget for reasons other than unavoidable circumstances (*as determined by the Kingdom Seneschal and Chancellor of the Exchequer*), over budget funding will be deducted from the Branch's percentage of the profit split. Reservations must be made payable to the SCA dba Kingdom of Trimaris.

Branch will front all money for the event. The Branch will receive 40% of the net profits. The Kingdom will retain the remainder of the net profit. Reservations must be made payable to the SCA dba Kingdom of Trimaris.

Branch wishes to negotiate abnormal expenses or profit split with the Kingdom as detailed below. Please explain the circumstances which require abnormal arrangements as well as the specifics of the arrangements.

3. Additional Information:

Please describe below some of the activities you expect to present at this event so the Kingdom might have some idea as to what type of event this will be. Please include a suggested feast menu. Attach additional pages as needed.

4. Special Equipment:

As the Kingdom continues to expand and our available campsite space does not, it has become essential for equipment to be rented for some events. The autocrat must contact the Kingdom Seneschal and the Kingdom Chancellor of the Exchequer upon approval of the Bid/Contract to find out if any such special equipment may be necessary. The autocrat is responsible for requesting funds for payment from the Kingdom Chancellor of the Exchequer, and to make all arrangements for delivery and return of special or rented equipment.

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6. Other Arrangements Not Listed Above:

The autocrat agrees to submit a tentative schedule to the Crown and local seneschals at least 3 weeks prior to the event.

The autocrat agrees to send return postcards to the Crown, Kingdom Great Officers, and Principles of the Orders for the purpose of scheduling meetings at least 60 days in advance of the event. The autocrat will wait 30 days before scheduling a meeting without input from the above persons. Input and acknowledgement by email may be used.

The scheduling concerns of the Crown will be given priority. All schedule changes will be checked with Royalty.

The autocrat agrees to send all event receipts to the Kingdom Chancellor of the Exchequer within 10 days of the close of the event.

No "private" happenings such as weddings and auctions will be scheduled without prior written consent from the Kingdom Seneschal.

No family will be charged more than three adult fares. Children under 12 are free.

The autocrat agrees to provide the following:

- A Herald's Pointe for information
- A Lost and Found collection point

The Feastcrat agrees to provide all the food receipts within 10 days of the close of the event.

The Feastcrat and autocrat agree not to spend more money on feast than has been received as payment in feast reservations.

7. Approval Signatures

_____	_____
<i>Branch Seneschal (if branch bid)</i>	<i>Date</i>
_____	_____
<i>Event Autocrat</i>	<i>Date</i>
_____	_____
<i>Kingdom Seneschal</i>	<i>Date</i>