

# REQUEST FOR AUTHORIZATION TO USE PAYPAL AT EVENTS FORM

## Group & Contact Information

Name of Group	
Name of Event	
Date of Event	
Website of event	
Local Exchequer Name	
Exchequer contact info	
Mailing address of where to send check (Exchequer's Address)	
Res-crat's name	
Res-crat's e-mail	

## Event Pricing Information

	Adult Event Registration (for non-members)
DayTrip	
One Night	
Two Nights	
Saturday Feast:	
Additional Fees: (i.e cabin fees, different fees for children or teenagers, etc. Note that fundraiser lunches payments <u>cannot</u> be collected via ePay/ PayPal)	
There is a \$5 discount from the above site fees for members	

## Pre-Reservations Information

Date to open pre-res	
Date to close pre-res Please avoid Fri & Sat This is the last day to pay invoices	
Number of feasts to be sold on PayPal	
Number of lower beds to be sold on PayPal	
Number of upper beds to be sold on PayPal	
Additional Items	

**Credit Cards at the Door**

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. .

Individuals must take the PayPal class before permission can be granted to swipe cards

Leaving blank means you just want pre-reservations.

NAME	MEMBERSHIP NUMBER	EXPIRATION DATE

You may use any PayPal Triangle to take credit cards at the door. If your group has one or you have access to a personal triangle, you do not need to borrow one from the Kingdom.

**Please check one:**

I have access to a PayPal Triangle **DO NOT** need one from the epay deputy

I **DO** need a PayPal Triangle for this event and have included mailing information below

Mailing address to send PayPal Triangle in case it cannot be delivered at an event:

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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. The PayPal handling fee will be 2.2% + 0.30 per invoice and 2.7% per at the door transaction

Date of approval of financial committee: \_\_\_\_\_

Seneschal: \_\_\_\_\_ SCA Name: \_\_\_\_\_

Exchequer: \_\_\_\_\_ SCA Name: \_\_\_\_\_

**Please send a copy of the flyer with the pricing structure along with this form to: [epay@trimaris.org](mailto:epay@trimaris.org)**

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

M. Aurelia Cassia  
Holly Edmond 850-591-3388  
[epay@trimaris.org](mailto:epay@trimaris.org)

M. Bronach of Kildare (Kingdom Exchequer)  
Patricia McGee 813-956-3564 (no calls after 9)  
[exchequer@trimaris.org](mailto:exchequer@trimaris.org)