



PRIVATE EVENT REQUEST FORM

(Please complete and return by email to spencersicecreamevents@gmail.com or drop off in store)

Name of event:		Contact Name:	
Description of event:		Contact Phone:	
		Contact Email:	
		Events are paid in full based on schedule below: (ice cream included in price) (Toppings are subject to additional charge)	
		up to 25 people	\$195 Base Fee + \$7 each additional person
		Mileage fee may apply if outside 10	mile radius of 77 Main Street, Bradley, ME
		Bank checks to be made out to "	Spencer's Ice Cream"
		** Weekend/Holidays may req	uire increased pricing**
Event date:	Event address:	Estimated attendance:	
Times: _____ AM / PM to _____ AM / PM		Any Special requests you want us consider? Yes / No	
If there is a Facebook page and/or Instagram tag for your event, please add it here. (will be used for promotional purposes only)			
If other food trucks, please indicate type and please specify if another ice cream vendor on site.			
CANCELLATION POLICY			
90% refund if cancelled 31+ days prior to event / 80% refund if cancelled 30 days or less prior to event. Check will be issued to customer within 30 days of cancellation.			
Spencer's Ice Cream of Bradley, Maine, reserves the right to make adjustments based upon unforeseen circumstances and uncontrollable events.			
For more information or questions on Spencer's Ice Cream products Please e-mail spencersicecreamevents@gmail.com Find us at spencersicecream.com			
<u>Office Use Only</u>			
Date Received:			
Spencer's Rep:			
Request Approved Yes / No			
Notes:			