

ALL SAINTS' FACILITY REQUEST FORM

MUST BE RECEIVED AT LEAST 1 WEEK PRIOR TO EVENT (7 DAYS)

Today's Date: _____

Requested Date: _____

Requestor: _____

Room Requested: _____

Telephone Number: _____

Mailing Address: _____

Name of Group: _____

Name of Event: _____

Starting Time: _____

Ending Time: _____

Set-up Time: _____ See Set-up Diagram Attached _____

Number of Guests: _____ (CONFIRM Number of Guests 4 days before event)

Special Needs: **Check items below**

FURNITURE

- Tables (#____ round) (#____ Rectangle)
- Chairs (#____) Small children's chairs
- Podium/lectern Stage
- Risers Registration Table

AUDIO/VISUAL

- Flipchart(s) & markers TV/DVD Player
- Overhead projector Projector screen
- Microphone(s)/Amplification
- Program / Service Recorded
(available in Church or Ellis Hall only)

FORMAL SETTING ITEMS

- Linen Tablecloths Linen Napkins
- Water glasses Wine glasses
- Coffee cups
- Plates: dinner dessert
- Silverware: fork knife spoon

PAPER / PLASTIC ITEMS

- Plastic/Paper Tablecloths
- Napkins Cold cups Hot cups
- Paper plates: dinner dessert
- Utensils: fork knife spoon

FOOD/BEVERAGE

- Boxed lunches
- Drinks:
 - Iced Water Iced tea
 - Lemonade Soft Drinks
 - Coffee Decaf Coffee
 - Beer
 - Wine* (Red) Wine* (White)
(a \$15/bottle fee may be charged)

To be catered?
 Caterer's Name: _____
 Caterer's Number: _____
 Potluck: _____

Additional Information:

MUSIC DEPARTMENT

- Grand Piano (sanctuary)
- Piano (other) Music stand(s)
- Handbell cases Choir chime case
- Handbell tables (#____) Handbell foam (#____)

**Note: Security provided on Sunday, Tuesday and Wednesday evenings except during the summer.*

Internal Use Only

Approved: _____ Date: _____ Fee: \$ _____

Remarks: _____