

East Pointe Church Calendar/Event Request

Please submit 14 days prior to the event date. Please fill out completely, sign and return to office.

STEP ONE – Event Information **If requesting for a wedding, please submit a separate form for the rehearsal**

Date Submitted: _____ Request Submitted By: _____

Contact Number: _____ Email Address: _____

Type of Event: (ie reception, birthday, meeting, basketball) _____

Event Day and Date: _____ Is this event recurring? YES NO

Event will start at: _____ am or pm (circle one) Event will end at: _____ am or pm (circle one)

Frequency of this event (Circle One): One Time Only Daily Weekly Monthly Yearly

If this event is recurring, provide last day and date of use: _____

How many guests does the room need to accommodate? _____

Do you need to do any set up for your event? (Please describe) _____

Room/location Requested (circle all that apply):

STEP TWO – Furniture and Equipment Needed (Circle items and indicate quantity needed)

Round Tables _____ 6 Ft Tables _____ 8 Ft Tables _____ Podium _____ TV _____

Chairs per table _____ Chairs Only _____ Power Point _____ AV/AUDIO TECH _____

Other _____

OFFICE USE: Set-up approved _____ Technical equipment approved _____ Usage Fee Charged _____

***Additional charges apply for set up/break down, any cleanup, AV/audio/Tech support**

I hereby agree to the room assigned, date, time, furniture and equipment being reserved for my event. I understand that this request requires proper approval. I agree that the space reserved will be set back to its original set up, to clean the area used, remove all trash and properly dispose trash in dumpster. I agree that all charges will be paid prior to use. I agree to bring all the required materials for this event, such as paper plates, cups, cutlery, dishes, serving utensils. Church supplies must be approved prior to the event. *I understand if additional services are needed, I will pay for additional services, such as set up, break down, clean up or tech etc.

Signature

Date

Any changes or revisions to this event requires a new Calendar/Event request form to be completed and resubmitted.

For Office Use Only: Property Manager Approval _____

Building Access Given By: _____

Date Requestor Was Notified: _____ How was contact made: _____

Date Placed On Church Calendar: _____ Date Placed On Web If Appropriate: _____

Total Amount Due: _____ Final Payment Due Date: _____

Deposit Rec'd and Date Rec'd: _____

Building: _____ Room Name: _____

Set Up Date: _____ Set Up Time by: _____ am pm

DRAW EXACTLY HOW THIS ROOM NEEDS TO BE SET UP, INCLUDING CHAIRS, SERVING TABLES, TRASH CANS



North