

# HOSPITALITY: Facility Request Form

Event Date: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Your Name \_\_\_\_\_ Group \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Estimated Number Attending: \_\_\_\_\_ Adults: \_\_\_\_\_ Youth: \_\_\_\_\_ Children: \_\_\_\_\_

What Room(s) / Area(s) are requested \_\_\_\_\_ Custodial Staffing Required? \_\_\_\_\_

What time does the event start? \_\_\_\_\_ What time will the event end? \_\_\_\_\_

How much time do you need before event to setup/decorate? \_\_\_\_\_ How much time after the event will be needed for \_\_\_\_\_

### If Available, what do you need? How many?

Long Tables		Other? _____
Round Tables		
Chairs		
Speaker Stand		
White Board		
Chalk Board		
Extension Cord		
Easel		
Tripod		

### If Available, Audio/Video Needs

Are you playing video or slide show? \_\_\_ Y \_\_\_ N

Will you need sound support? \_\_\_ Y \_\_\_ N

**If yes, email [thill@providencebc.org](mailto:thill@providencebc.org) at least 5 business days prior to event for assistance.**

Microphone \_\_\_\_\_ Projector \_\_\_\_\_

TV/VCR \_\_\_\_\_ Screen \_\_\_\_\_

**If requesting food, linens, or kitchen equipment complete Hospitality/Food Svc/Kitchen on reverse**

Draw your room setup here:

Church Account to Charge: \_\_\_\_\_ Cost Due: \_\_\_\_\_ Check #: \_\_\_\_\_

**All non-church events will need to sign a usage agreement and provide liability insurance certificate.**

\*\*\* For Church Administrator Only \*\*\*

Account/Fees: \_\_\_\_\_ Permit # \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date \_\_\_\_\_

<b>HOSPITALITY: Kitchen/ Food Services Request</b>	Event Date:	Today's Date:
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Event Name

Event Description:  
 Breakfast  Luncheon  Dinner  Reception  Meeting

What time do you want the food to be available?	Notes...
Do you need food service staffing?	

What do you need? How many?		What do you need? How many?	
China Plates		Styrofoam Plates	
China Bowls		Styrofoam Bowls	
China Dessert Plates		Styro Dessert Plates	
China Bread Plates		Styrofoam Cups	
China Cup & Saucers		Plastic Forks	
Stainless Forks		Plastic Spoons	
Stainless Spoons		Plastic Knives	
Stainless Knives		Paper Dinner	
Glass Punch Bowl		Paper Beverage	
Glass Punch Cups		Paper Table Covers	
Silver Punch Bowl *		Serving Spoons	
Punch Ladle *		Tongs	
Silver Trays *		<b>LINENS</b>	
Silver Candelabra *		Linen Table Cloths for Round	
Chafing Dishes-Sterno*		Linen Table Cloths for	
Cambro *		Linen Napkins	
* Not available to outside groups			

<b>Food Menu</b>	<b>Beverages &amp; Ice</b>

**All non-church events will need to sign a usage agreement and provide liability insurance certificate.**

**\*\* FOR HOSPITALITY DIRECTOR ONLY \*\***

Accounting of Costs	Quantity	Amount	NOTES
Paper			
Food			
Pantry			
Laundry			
Labor-Host			
Labor-Server			
Labor-Dishwasher			
Other:			Cost Due: _____ Check #: _____
<b>TOTAL:</b>			<b>Approval Church Administrator: _____ Date: _____</b>