

EVENT BOOKING FORM (INTERNAL)



MINISTRY

CONTACT

EVENT INFORMATION

EVENT

DATE OF EVENT

IS THIS A REOCCURRING EVENT? YES NO IF YES PLEASE INDICATE HOW OFTEN

HOW MANY TIMES A MONTH?

WHAT TIMES ARE YOU REQUESTING?

DETAILS:

Size of event (number of people attending event)

Is this event for adults/youth/children

Room request - what space are you wanting to book (Every effort is made to meet room requests but may not always be possible)

Kitchen Bookings require the following information:

Date of kitchen use:

Time frame of kitchen use: Start time:

End time:

What appliances and prep space is needed: (IE. Oven, fridge, one counter top for prep etc)

NOTE: ANY KITCHEN BOOKINGS REQUIRE TRAINING WITH THE KITCHEN MANAGER

Cost: Do people need tickets? Yes No If yes, do we need to make them? How many?

Is this a fundraiser? (All fund raisers must be approved by our Board - please provide any information about what the fundraiser is for).

PROMOTION *(Check which promotion is wanted)*

PRE-SERVICE SLIDE

TICKET SALES IN LOBBY

WEBSITE

POSTER

MONTHLY NEWSLETTER

NOTES:

SETUP REQUIREMENTS

Please check what furniture or technical equipment you will need:

Chairs: Yes No If yes how many chairs

Tables: Yes No If yes how many tables

Microphone: Yes No If yes how many microphones

Do you need anything else? (Video, TV etc)

Do you need access before the event to setup? (IE. Decorations, presentation table etc)

ANYTHING OTHER REQUESTS?