

Holland Avenue Baptist Church

Event Request Form

Today's Date: _____	Event Start Date: _____	Event End Date: _____
Day of the Week: <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		
Frequency: <input type="checkbox"/> One Time <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly/(Circle Week) 1 st 2 nd 3 rd 4 th 5 th <input type="checkbox"/> Other		
List All Dates: _____		

EVENT INFORMATION:		
Name of Event: _____	Event Start Time: _____	End Time: _____
Key Contact: _____	Hours For Setup: _____	Clean Up: _____
Phone Number: _____	Number Attending: _____	Sponsoring Group: _____
Publicity Needed:	The Herald - Dates _____	
	Church Bulletin - Dates _____	
	Sunday Morning Annoucements - Dates _____	

ROOM & SETUP:		
Rooms Requested: _____		
Furnishings:	Chair Arrangement	Room Setup Diagram:
Item:	Quantity:	(Use Back If Needed)
<input type="checkbox"/> Round Table		<input type="checkbox"/> Assembly Style
<input type="checkbox"/> 6' Table		<input type="checkbox"/> Chairs Around Table
<input type="checkbox"/> 8' Table		<input type="checkbox"/> Chairs In 'U'
<input type="checkbox"/> Chairs		<input type="checkbox"/> Circle
<input type="checkbox"/> Other		<input type="checkbox"/> Rows w/ Aisle
		<input type="checkbox"/> Semi Circle
		<input type="checkbox"/> Table In "U" w/ Chairs
		<input type="checkbox"/> Room "As Is"

TECHNICAL SUPPORT: (2 weeks notice required)	
Name of Sound Technician: _____	
Name of Mulitmedia Technician: _____	

KITCHEN PRODUCTS: (2 weeks notice required)		CHILDCARE: (2 weeks notice required)	
Requested Item:	Quantity:	Requested Item:	Quantity:
		Times Requested:	No. of Children Expected:
		Approved childcare for church-wide events is provided at the church for Birth through 5th grade. The Children's Ministry is responsible for and coordinates all childcare. Parents must remain on church property for care to be provided unless otherwise agreed upon (permission slips must accompany the child.) Childcare is not provided for Sunday School fellowships. Childcare workders must be on the approved Child Safety Committee List.	

Facility Rental:			
Sanctuary:	\$325.00	Fellowship Hall: \$75.00	Sound Technician: \$50.00
Paid:		Paid:	
Check No.:		Check No.:	

The reserving party is responsible for returning the room to its original state in the event that the room has been rearranged or tables & chairs added.

*** Heating or Air will be activated for each scheduled event.**