



Event Application

Today's Date: _____

What are we celebrating? _____

Date of celebration: _____

Time of celebration: _____

Contact Person

Name: _____

Phone Number: _____

Home Address: _____

Email Address: _____

Setup Time: _____

(1 -3 hrs. depending on event, See Building Use/Event Policy)

Start/End Time: _____

(Weddings usually last 45 min – 1 hr.)

Clean-up/Close-up: _____

(Usually takes 1 hr. after the service/event ends)

Total Event Time: _____

Expected Number of People: _____

(Sanctuary seats 420; Fellowship Hall seats 112)

Room(s) Requesting: Sanctuary Fellowship Hall Kitchen
(not commercial/prep only)

Bridal Room Groom's Room

Questions or Requested:
