

ST. PATRICK CHURCH PARISH HALL

Use Request

Date of Request _____

NAME (This person should be able to discuss the event details with the booking coordinator)	
PHONE (best for contact)	E-MAIL (please print clearly)

EVENT INFORMATION

PREFERRED DATE FOR EVENT	RESPONSIBLE PARTY (PERSON OR ORGANIZATION)	
TYPE OF EVENT <input type="checkbox"/> PARTY <input type="checkbox"/> BANQUET <input type="checkbox"/> RECEPTION	<input type="checkbox"/> LUNCHEON <input type="checkbox"/> MEETING OR TRAINING <input type="checkbox"/> OTHER	ESTIMATED NUMBER OF PEOPLE ATTENDING
WILL THIS BE A RECURRING EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF THIS IS A RECURRING EVENT, OR REQUIRES HALL USE FOR MORE THAN ONE DAY, PLEASE PROVIDE SPECIFIC INFORMATION ABOUT USE DATES AND TIMES NEEDED	
TIME SET-UP BEGINS	TIME EVENT BEGINS	
TIME EVENT ENDS	TIME BREAKDOWN ENDS	
WILL YOU <i>SERVE</i> ALCOHOL?	WILL YOU NEED OUTDOOR SPACE FOR EVENT TENT, BOOTHS, ETC.	
WILL YOU <u>SELL</u> ALCOHOL?	WILL YOU NEED THE USE OF OUR COMMERCIAL KITCHEN FOR FOOD PREPARATION?	