

Received by office: _____

<u>MINISTRY EVENT REQUEST</u> Date form submitted: _____	
Person in Charge: _____	Ministry _____
Date of Event: _____	*Location _____
*must be approved by office	
Type of Function: _____	Hours of Event _____
Numbers of Attendants _____	
Is the Cultural Center Kitchen required ? Y____N____	
Do you need training to use stove/oven? Y____N____	
Do you need training to use the Coffee Machine? Y____N____ Coffee must be purchased for your use. (Hospitality Coffee may not be used).	
Do you need a special set up of tables and chairs? Y____N____ Do you have a drawing to provide? Y____N____	
Do you need use of the microphones or access for music? Y____N____	
Do you have a committee for cleanup? This may include emptying of trash, kitchen clean up and vacuuming and storing of tables and chairs) _____	
Do you have all supplies? _____ - (This will include all paper products, serving utensils and table cloths. Ice is available).	
Does someone within your event have keys to access the event space? Y____N____	
Do you need a raffle or 50/50 license for this event? Y____N____ (Raffle License copies must be submitted to the office).	
Person in Charge of Raffle: _____	
Does your event require a mention in the bulletin or on our website? Y____N____	
- Will you have flyer for this event? Y____N____	
- This information must be forwarded in writing to the church office two weeks prior to event	

