

Custodial Information

Please complete the following information concerning the set up for your event and return to the church office. Copies will be given to the Custodian. Draw a detailed set-up on the Floor Plan provided.

Event Information

Contact Name _____

Contact Number _____

Event Date _____

Event Time _____

Building(s) / Room(s) being rented:

Unlock Time _____

Unlock Time _____

Unlock Time _____

Unlock Time _____

Unlock Time _____

Set-Up / Take-Down Information

Number of Round Tables needed _____

Number of 6' Rectangle Tables needed _____

Number of 8' Rectangle Tables needed _____

Number of chairs needed _____

Number of chairs w/out tables needed _____

Horseshoe arrangement Straight arrangement

Horseshoe arrangement Straight arrangement

Podium YES NO

Empty Room(s) needed? YES NO ; if yes, please specify _____

Pre -Cleaning Information

Cleaning is taken care of at the end of the everyday, excluding Friday. Therefore, you may opt to have pre-cleaning at an extra cost. Would you like to schedule a pre-cleaning for your event? YES NO

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Cater Information

Caterer _____

Phone _____

Unlock Time _____

Please list additional needs (such as punch bowl, coffee urn, etc.)

Florist Information

Florist _____

Phone _____

Unlock Time _____

Special Instructions/Requests

Date of Application _____

office use only

BAFBC Coordinator _____

Phone _____

BAFBC Custodian _____

Phone _____

BAFBC Custodian payment _____

Date received _____