

PLEASE PRINT CLEARLY

APPLICATION DATE _____

Name of Organization/Individual

Contact Information (Person who will assume responsibility and be in attendance at function/event)

Name: _____ Title: _____

Primary Ph#: _____ Secondary Ph#: _____ Fax#: _____

Email: _____

Mailing Address: _____

Status of Applicant

Church Group
 St. Clement's School
 Diocesan Group
 Private Function (Parishioner)
 Private Function (Other)
 AOA
 Community Group (Non-Profit? Y____ N____)
 Other _____

Event Description (Please tell us about your event)

Date/Time Requested

Event Date: _____ Event Time: _____ - To - _____

Set Up Time: _____ Clean Up: _____

Expected Attendance

15 or less
 16 - 25
 26 - 99
 100+
 Adults Only
 Adults and Children

Facility Desired

Sanctuary (Capacity 300)
 Parish House - main hall (Capacity 250)
 Parish House - main hall w/side rooms open (Capacity 300)
 Small Meeting Room (Capacity 15)
 Nursery
 Kitchen
 Music Room (Capacity 30)
 School Staff Lounge (Capacity 24)
 School Playground
 Parking Lot (Capacity 40 cars)

Set-up/Equipment

of 6ft. tables needed: _____ # of chairs needed: _____ Set-up Services? Y____ N____ (if yes, please draw layout on the back)

Sound System - Sanctuary (cassette, CD, wireless mic)
 Sound System - Parish Hall (cassette, CD, wireless mic) *additional fee*
 Video System - Parish Hall (DVD, VHS, TV, projector, wall screen) *additional fee* Please Specify: _____
 Easels (2 available) specify how many are needed: _____
 Piano *additional fee*

The undersigned applicant agrees to the following conditions:

1. The appropriate fees will be charged in accordance with the attached fee schedule.
2. All fees are due upon confirmation of reservation.
3. If the reservation is cancelled, 25% of the fees will be retained by The Parish of St. Clement.
4. When applicable, evidence of proper insurance coverage for the event will be produced.
5. Any damage to the facilities and/or equipment will be paid for by the applicant.

The undersigned applicant hereby gives The Parish of St. Clement permission to verify the information contained in this application and understands that no date will be held until this application is returned and approved by the Parish or its representative.

Applicant's Signature

_____ Date: _____

OFFICE USE ONLY

This event has been approved. Approved by: _____ Date: _____
 This event is NOT approved. Disapproved by: _____ Date: _____



Paul and Vi Loo Parish House

